

DUTCHESS COMMUNITY COLLEGE

Confidential Student Block Request Form

I, the undersigned, request that Dutchess Community College install a Confidential Student Block on my Directory Information, preventing the release of any directory information about me, except where permitted or required under FERPA.

A consequence for having a FERPA Directory block is it will prevent DCC from disclosing that the student once attended and received a degree or is currently enrolled at the college pursuing a particular degree. This could impact:

Student Loan Repayment, Enrollment Verifications for Employment, Tax Information for the IRS

Student ID: _____ Name: _____

Address: _____

Street

City

State

Zip

Phone Number: _____

Signature: _____ Today's Date: _____

NOTE: This Block remains on the student's record until they request its removal through the "Confidential Student Block Removal Request Form"

If you are submitting this form in person with government issued I.D., please stop here.



If you are submitting this form electronically or by mail, the following must be completed by a Notary Public:

STATE OF NEW YORK:
COUNTY OF:

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Please complete this form and return to the Registrar's Office:

Dutchess Community College 53

Pendell Road – SSC 201

Poughkeepsie, NY 12601 Attn:

Registrar's Office

Email: registrar@sunydutchess.edu Fax:

845-431-8983

Notary Signature

2/03/25

****FOR OFFICE USE ONLY:**

ID Verified By: _____ Banner Entered By: _____ Date: _____

Comments: _____