

DUTCHESS COMMUNITY COLLEGE

FERPA Directory Information Block Request Form

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

Student's Full Name: _____

ID #: A _____

Student's Local Address:

Student's Local Phone: _____

Student's Signature: _____

Today's Date: _____

NOTE: This Block remains on the student's record until they request its removal through the "FERPA 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

8/16/17

****FOR OFFICE USE ONLY:**

ID Verified By: _____

Banner Entered By: _____

Date: _____

Comments: