

**Glendale Community College**  
Office of Admissions and Records

**Request for Confidentiality Hold on Student Record**

The campus is authorized under the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) to release "directory information" concerning students unless the campus has received notification, which prohibits release of such notification from the student. The term "directory information" is defined to include name, major, dates of attendance, degrees, honors and awards, email address, and most recent prior institution attended. It may be released to requesting sources such as prospective employers, military service branches, financial institutions, etc. The above information may be released for publication in the student directory if you do not restrict the release of directory information.

I do not permit the release of directory information concerning me.

Please remove the confidential hold on my record.

**Date:** \_\_\_\_\_ **Semester/Session Effective:** \_\_\_\_\_

**GCC ID:** \_\_\_\_\_ **Soc. Sec. #:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_  
Last, First MI

**Student's Signature:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_