



A Unit of the Technical College System of Georgia

Office of Admissions

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RELEASE OF STUDENT INFORMATION

Central Georgia Technical College has designated the following student information as **directory information**:

- Full name of student
- Address
- Email address
- Telephone number
- Major and field(s) of study
- Enrollment status (full time, part time, etc.)
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

This directory information may be released to official agencies at the discretion of CGTC and with your approval. Under the provisions of the Family Educational Rights and Privacy Act (FERPA), you have the right to withhold the disclosure of any or all of this information. Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

If you choose to withhold the release of directory information, CGTC will only release information to you personally. This means that financial aid providers, other official agencies, and prospective employers will not be able to confirm your status as a student. Additionally, your name will not be included in any press releases, including notification of President's Honor Roll to local newspapers, and your name and award information will not be printed in the annual Graduation Program. CGTC will honor your request to withhold any of the information listed above; it is your responsibility to grant subsequent permission to release information. Regardless of the effect upon you, CGTC assumes no liability for honoring your instructions to withhold directory information.

If you have any questions regarding the release of student information, please contact the Office of Admissions.

Yes, CGTC has my permission to release directory information

No, CGTC may not release directory information

Printed Name

Signature

Date

Revised 08/04/2020