



Skyhawk Station

Skyhawk Station, Room 160
skyhawkstation@fortlewis.edu | 970-247-7301

CONFIDENTIALITY/STUDENT RECORD PRIVACY REQUEST

I, _____, hereby request that my education record and directory information be made confidential.

Please initial each of the statements below to indicate that you have read and understand them.

_____ I understand that while my record is confidential FLC officials will not disclose information of any kind about me or acknowledge my connection to campus or the College in any way to anyone other than College officials with a legitimate educational interest.

_____ I understand that I will need to appear in person with a valid photo ID to conduct College business. (If you are not able to come to campus in person, you can still make changes to your record, request the removal of the confidentiality restriction, and authorize the release of information to particular people or organizations by either submitting a notarized, written, and signed request on which the notary official verifies your identity, or by presenting your valid photo ID during a video conference with the Registrar.)

_____ I understand that my education record and directory information will remain confidential, even after I graduate or leave FLC, unless or until I reverse my request for confidentiality in writing using the Confidentiality/Student Record Privacy Restriction Removal Request form. (Reversal requests must be signed and submitted in person with a photo ID. If it is not possible for you to appear in person, you can submit your request using the process described in the previous statement.)

_____ I understand that there are certain circumstances under which FLC must release information about me, including in response to requests from federal, state, or local law enforcement agencies, and to appropriate parties in the event of a significant and articulatable threat to my health and safety or that of other individuals.

Student Name

Student ID # or
Last 4 Digits of SSN

Student Signature

Date

Office Use Only

Processed By _____ Date: _____