



**Office of the Registrar**  
**201 W. University**  
**Odessa, Texas 79764**  
**Ph. 915-335-6404**  
**Fax 915-335-6303**

## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Odessa College defines directory information to include name, address, telephone number, e-mail address, date and place of birth, major field of study, enrollment status, grade level, participation in official activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent educational institution attended.

This information is released to individuals or organizations who request this information unless you desire that this information be held confidential. If you wish, this information can be held confidential, preventing anyone from obtaining directory information from your file.

***By signing below, I request that all of my directory information be held confidential and released to no-one without my prior written consent. This request will remain in effect until I provide written notice to the contrary in person at the Office of the Registrar.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's Social Security Number