



Office of Enrollment Management, Admissions  
The College of the Florida Keys  
5901 College Road, Key West, FL 33040  
Email: admissions@cfk.edu  
Telephone: 305-809-3188

## DIRECTORY INFORMATION EXCLUSION REQUEST

Under the provisions of the Family Education Rights and Privacy Act (FERPA), as Amended, “directory information” about students may be released for any purpose at the discretion of the college. At The College of the Florida Keys (CFK), directory information is limited to the following:

- Student’s name.

Under FERPA students have the right to withhold the disclosure of any and all listed directory information. Student requests for non-disclosure may be made in the Enrollment Management Office any time during the semester and will remain in effect until rescinded in writing by the student.

Once you request confidential status, information that you are a student here will be suppressed, so that if a loan company, perspective employer, family member, etc. inquire about you they will be informed that we have no record of your attendance. Also, your name and information will not appear in college commencement and graduation publications.

\_\_\_\_\_  
CFK Student ID Number

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### FOR OFFICE USE ONLY

Date entered into SPAIDEN: \_\_\_\_\_

Staff Initials: \_\_\_\_\_