



ALBANY
Technical College

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CONFIDENTIAL INDICATOR

(Option A) - “CONFIDENTIAL” INDICATOR

Checking the “Confidential” Indicator option of this form will result in the following:

- No information will be released to anyone without a written release. For example: Prospective employers who telephone to confirm your degree will be told that information cannot be released for this person. They will be required to send the Registrar’s Office a written release that you have signed in order to receive any information. Any Albany Technical College employee who has legitimate access to view your academic records will be given a visual reminder that your records are “confidential” each time your record is viewed.
- Directory information will not print in the on-line look-up (lu) or in the printed copy of the Campus.
- Directory. Although your name will appear, it will be followed by the phase “Unpublished Info.”
- Your name WILL NOT appear in the Commencement Bulletin when you graduate.
- Your records will remain confidential until you notify the Registrar’s Office-in writing-that you wish to remove the “Confidential” flag.

(Option B) - “RESCIND” INDICATOR

Checking the “Rescind” indicator of this form will result in the confidentiality flag and no print flag being removed your records.

Please check which option you are requesting and sign below.

___ Indicator - (Option A) “CONFIDENTIAL”

___ Indicator - (Option B) “RESCIND”

_____ Printed Name _____ Signature

_____ Student ID# _____ Date

FOR REGISTRAR’S OFFICE USE ONLY	
NP updated: _____	Confidential Flag updated: _____
Update entered by: _____	Date: _____