



## Request to Withhold Directory Information

LFCC Records / Office of the Registrar  
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Telephone: 540-868-7105 Email: [records@lfcc.edu](mailto:records@lfcc.edu) Fax: 540-868-7005

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### Request to Withhold Directory Information

Currently enrolled students can place or remove a privacy block via MyLFCC at <https://lf.my.vccs.edu>. All privacy blocks will remain in effect until released by the student online via MyLFCC.

Lord Fairfax Community College (LFCC) constantly seeks to ensure the accuracy and privacy of student records by adhering to the guidelines of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, which provides privacy protection for all students. Under FERPA, schools may disclose, without content, directory information, collectively or individually.

Directory information includes:

- Student name
- Major field of study
- Dates of attendance
- Grade level
- Number of credit hours
- Degree, honors and awards received
- The most recent previous educational agency or institution attended
- Participation in officially recognized activities
- Weight and height of members of athletic teams

As an enrolled student, you have the right to restrict the release of directory information.

Please consider carefully the consequences of any decision to withhold directory information. Placing a privacy restriction for the release of directory information will not allow the College to acknowledge your enrollment to anyone who requests degree verifications, dates of attendance, etc. This would include deferring loan repayments, inquiries from potential employers or insurance providers. LFCC assumes no liability for honoring the request. **The privacy restriction will remain on your records after graduation.**