

CONFIDENTIAL INDICATOR/NO PRINT INDICATOR

**Georgia Institute of Technology
Registrar's Office, Atlanta GA 30332-0315
Fax 404-894-0167**

“CONFIDENTIAL” INDICATOR – (Option A)

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 Georgia Tech 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.
- Your name and associated information will not print in the on-line look-up (lu) or in the printed copy of the Campus Directory.
- 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.

“NO PRINT” INDICATOR – (Option B)

Checking the “No Print” indicator of this form will prohibit the printing of your name and any associated information in the on-line or printed directory. However, it will NOT flag your records as "Confidential".

Please check which option you are requesting and sign below.

“CONFIDENTIAL” Indicator – (Option A)

“NO PRINT” Indicator – (Option B)

RESCIND “CONFIDENTIALITY”

RESCIND “NO PRINT”

Printed Name

Signature

Student gtID#

Date

FOR REGISTRAR'S OFFICE USE ONLY

RNP updated: _____

Confidential Flag updated: _____

Update entered by: _____

Date: _____