

**“CONFIDENTIAL” INDICATOR - (Option A)**

Checking the “Confidential” Indicator option of this form will result in the following effective on the date the signed request is received in the Registrar’s Office and processed:

- 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 online 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 online 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: \_\_\_\_\_