



Linn State Technical College Academic Records Office

Academic Honors, Awards, and Graduation Publication

It is the practice of Linn State Technical College (LSTC), in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' academic records. Directory information, however, may be disclosed to the public at the discretion of the college. Pictures of students, when students earn awards, scholarships, or academic honors such as the Dean's List or Honor Roll, and when students graduate are included in LSTC's directory information. We are proud of our students' accomplishments, and we release for publication the names and/or photographs of students each semester to newspapers.

You may also designate the newspaper(s) where LSTC releases your information. If you do not designate a specific newspaper, we will release your information to the newspaper closest to where your LSTC correspondence is mailed. Keep in mind that if you have your mail sent to a local address and you do not designate your hometown newspaper below, your name will be released to a local newspaper. Also keep in mind that LSTC cannot guarantee your information will be printed in a newspaper even though we release your information to it.

Please do release my information to the following newspaper(s).

Name of Newspaper (required)	City (required)	State	Zip (required)
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Name of Newspaper (required)	City (required)	State	Zip (required)
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Students also have the right to opt out of their information being released. If you do not want your information released and/or published, please specify your preferences below.

Please do not release and/or publish my name and/or photograph in (check all that apply):

- a newspaper when I earn awards, scholarships, or academic honors.
- a newspaper when I graduate.
- the graduation program distributed at the commencement ceremony.
- promotional materials associated with Linn State Technical College.

You may change any or all of your designations at any time by submitting a written request to the Academic Records Office.

Student's Name (please print) _____ ID # _____

Signature _____ Date _____