

Directory Information
Northern Wyoming Community College District
Sheridan College / Gillette College / Johnson County

What is directory or public information?

“... information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.”

Directory information will be released to anyone upon request, unless official notice is received from the student to withhold that information. Written notice to withhold dissemination must be submitted to the Records Office.

Directory information includes the following:

- Student's full name
- Address
- Telephone listing
- E-mail address
- Campus
- Date and place of birth
- Major fields of current study
- Previous schools attended
- Degrees and awards received
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Directory information does not include:

- Social security number or
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender

Can directory information be released to anyone who requests it?

- NO – If the student has requested that directory information be withheld, no information can be released outside of NWCCD except as provided by law or to anyone within NWCCD who does not have a need to know
- YES – If the student has not requested that directory information be withheld