NORTHLAND COMMUNITY & TECHNICAL COLLEGE

PERSONAL DATA SHEET

(BOTH SIDES TO BE COMPLETED EACH COLLEGE YEAR OF ENROLLMENT)

The College is asking you to provide information on the Personal Data Sheet, which includes private information under State and Federal law. The private information is marked Voluntary Information on the form. The College uses this information to report various statistics about our student body composition to campus, college, as well as State and Federal entities that request the information. You are not legally required to provide the information the College is requesting and you may refuse to provide some or all of the information requested.

Name:				
Last	First		Middle Initial	
Street Address	City	State		Zip
State of Residency:	Years	of Residency:		
Phone Number:				
Program at NCTC:				
Name of Emergency Contact:				
Permanent Address of Emergency C	Contact:			
Phone Number of Emergency Conta	ct:			
Student Signature		Date		
	VOLUNTARY INFORMAT	TION		
Last 4 digits of SSN:	Birth Date:	Gender:	Male	Female
Are you Hispanic or Latino (a pers culture, regardless of race)? Ye	on of Cuban, Mexican, Puerto Rican s No	, South or Central Ame	erican, or oth	ner Spanish
	Racial Background (select one	or more)		
	Native - A person having origins in a America) who maintains cultural ident			
Asian- A person having orig subcontinent.	ins in any of the original peoples of the second	he Far East, Southeast	t Asia or the	Indian
Black or African America-	A person having origins in any of the	black racial groups of	Africa.	
Native Hawaiian or Other F <i>Guam, Samoa, or other Pac</i>	Pacific Islander- A person having ori ific Islands.	gins in any of the origi	nal peoples	of Hawaii,
White- A person having orig	ins in any of the original peoples of E	Europe, the Middle Eas	t, or North A	frica.
	vidual who is unmarried or legally separa int physical custody: OR is single and pro		ild or children	for whom the
Displaced Homemaker – A	An individual who has worked primarily w	ithout pay to care for a be	ome and fami	ly and for the

____Displaced Homemaker – An individual who has worked primarily without pay to care for a home and family, and for that reason has diminished marketable skills and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment **and at least one of the following is true:**

- has been dependent on the income of another family member but is no longer supported by that income **or**
- is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act not later than 2 years after the date on which the parent applies for assistance under this title.

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Students at Northland Community and Technical College must be aware of the information that is collected for their student files, the purpose of the information, and consequences of providing or failing to provide the data. Please look over the information below and sign the bottom of this form acknowledging that you are aware of the information that is kept in your student file.

TYPES OF INFORMATION:

- 1. Diploma and transcripts from previous institutions
- 2. Institutional evaluation and assessment data
- 3. Admission applications, enrollment data, and support documentation
- 4. Authorization to release information, may include agency information
- 5. International student documents
- 6. Grades
- 7. Evaluations and instructor recommendations
- 8. Documents relating to student status regarding honors, probation, disciplinary hearings, and suspensions

Students will be allowed access to their records. Please see "Release of Student Information," and "Directory Information" in the Data Privacy Policy found in the Student Handbook online at

<u>http://www.northlandcollege.edu/handbook/</u>. In addition; any State, Federal, Government agency, Northland Community and Technical College administration, student services staff, and instructors have access to the information in the file as necessary to assist students in the successful completion of program requirements and gaining employment.

I understand the data collected and its intended use. If I want any other individual or agency to access my student file, I must request this in writing to the campus registrar's office or by completing the Consent of Information Release form.

Signature

Date

ADVISOR/COUNSELOR/PROGRAM DIRECTOR CONTACT/DEVELOPMENTAL COURSEWORK

I understand that I need to contact my assigned advisor/counselor/program director within the first five (5) days of the semester in order to make any necessary changes in my schedule.

I also understand that if I am required to complete developmental coursework, my program may be extended.

Signature

Date

NORTHLAND COLLEGE EMAIL ACCOUNT

I understand that the official means of communication is through the Northland College email. Once I am a registered student, this will be the primary means of notification of important announcements, news, and deadlines for me to access.

	/	_
Signature	Date	_
		1
(Print Name)		(Star ID/Student ID-If Known)

Northland Community and Technical College is an affirmative action, equal opportunity employer and educator.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service by dialing 711 (toll-free nationwide).