



PIEDMONT COMMUNITY COLLEGE

Information Non-Disclosure Request

According to the Family Educational Rights and Privacy Act, the college has the right to release 'directory information' to outside organizations. Directory information is the student' name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height or members of athletic teams, dates of attendance, degrees and awards received, the most recent institutions attended by the student, and photographs.

I am requesting that my directory information not be disclosed to any outside organizations.

First Middle Last

Address City State Zip

PCC ID# Telephone

Signature Date

Received by Date

How to electronically sign a PDF document without printing or scanning:

1. **Adobe Reader**- Open the PDF in Adobe Reader and click the *Fill and Sign* button. Select the *Sign* button and choose *to add a signature*. Use the drawing tool to create your signature. Click *Apply* and place the signature on the appropriate line.
2. **MAC Users**- Open the PDF in Preview (Usually the default PDF viewer). Select the *Toolbox* Button (shaped like a toolbox) and then click the *Sign* button on the toolbar. Draw your signature using the trackpad and apply it to your PDF.
3. **iPhone or iPad users**: Only available using the iOS mail app. Send the PDF to the email attached to your iOS mail app. Open the PDF in the email and select the *drawing tool* on the upper right-hand side. After you have created your signature, click *Done* and then *New Message*. The updated PDF will include the signature.
4. **Adobe Fill and Sign App**: Download the Adobe Fill and Sign App. This App will allow you to sign unlimited documents for a month for free. After downloading, click the *Signature* button and use the drawing tool to add a signature. You can save the document and share it using other Apps available on your phone.
5. **DocuSign**: <https://www.docusign.com/> A 30-day free trial is available without inputting credit card information. After signing up for your free trial, upload the PDF to the site. Select *I'm the only signer* and then *Sign*. On the left-hand side, click the *Signatures* button and place the signature on the correct field. Input your full name and click *Adopt and Sign*. You can choose to send the updated PDF or return to the home screen. Click on the form to save it as a PDF.