

## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

To: All Students

Term/Semester/Year \_\_\_\_\_

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of our institution.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information." Should you decide to inform the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for the institution to disclose the following public or Directory Information.

		<b>Disclose Information</b>
		<b>No</b>
<b>Category I</b>	Name, address, telephone number, e-mail address, dates of attendance, class	<input type="checkbox"/>
<b>Category II</b>	Previous institution(s) attended, major field of study, awards honors (includes Dean's list), degree(s) conferred (including dates).	<input type="checkbox"/>
<b>Category III</b>	Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.	<input type="checkbox"/>

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

This form must be received in the Office of the Registrar within two weeks following the first day of class, or it will be assumed that the above information may be disclosed for the

remainder of the current semester. A new form for non-disclosure must be completed each academic semester.