



**OFFICE OF THE REGISTRAR**

**REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION**

**The Family Educational Rights and Privacy Act of 1974** is a federal law enacted to insure that selected student information is treated in a confidential manner. Academic records, test scores and other information of this nature must be released by the student for distribution. However, student directory information such as name, address and telephone number can be distributed at the discretion of the institution officials unless the student specifically requests that some or all of this information not be disclosed.

If you do not want your directory information released, please check the statement below; then sign and date the form. This form must be on file in the Office of the Registrar by the 20<sup>th</sup> classroom day of the Fall or Spring semester. It is not retroactive. Further information about the Family Rights and Privacy Act is available in the Office of the Registrar.

This hold will remain on your directory information unless you release it at some later date.

\_\_\_\_\_ I do not wish for my directory information to be released.

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

Printed Name \_\_\_\_\_

Student ID \_\_\_\_\_