



Office of the Registrar

The items below are designated as “Directory Information Form” and released for any purpose at the discretion of our Institution.

Under the provision 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 the “Directory Information,” any further requests for such information from non-institutional persons or organizations will be refused, unless the Registrar’s Office receives written request with your signature indicating your approval.

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 request that such information be withheld. The hold will remain in effect until you notify the Registrar’s Office in writing. Your signature will be needed to add or remove this privacy hold.

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.

- Category N: Name, address, telephone number, dates of attendance, class.
- Category I: Previous institution(s) attended, major field of study, awards, honor (Including Dean’s List), degree(s) conferred (including dates).
- Category S: Past and Present participation in officially recognized sports and activities, Physical factors (height, weight of athletes), date and place of birth
- Category R: Photographs (Class Rosters)
- Category E: Secure Everything
- Remove Directory Hold

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Student’s Signature

ID#

Date

*It will be assumed that the above information may be disclosed for the remainder of the current academic year if you do not submit this form to the Registrar’s office by fax, mail or in person. Please note that your signature is required to remove or place this privacy hold.*