

Request to Prevent Disclosure of Directory Information

Students:

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information" and gives Northeast State the right to disclose such information to anyone inquiring without having to ask students for permission unless the students specifically request in writing that **all** such information not be made public without their written consent. The categories of "Directory Information" are listed in the Northeast State Student Handbook which can be found online at www.NortheastState.edu.

If you wish to withhold the disclosure of **all** of the items of "Directory Information", complete the form below and submit to the office of Admissions and Records. A new form must be completed each academic year (an academic year consists of fall, spring, and summer semesters).

Please consider very carefully the consequences of any decision you make to withhold any category of "Directory Information", as **any future requests for such information from non-institutional persons or organizations will be refused**. Northeast State will honor your request to withhold all of the categories listed as "Directory Information" but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, *Northeast State Community College assumes no liability for honoring your instructions that such information be withheld.*

(Please Print)			
Name _____			
Semester _____	Year _____	SSN/Student ID _____	
Address _____			
Street/Route/Box Number _____			
_____	_____	Phone No. (____) _____	
City	State	Zip	
<i>I have carefully read the above information and request that <u>all</u> "Directory Information" not be disclosed to non-institutional persons or organizations by Northeast State without my prior written consent.</i>			
Student's Signature _____			Date _____

(Return completed form to the office of Admissions and Records.)

<i>For Administrative Use Only</i>	
Date Received in Admissions and Records _____	Processed by _____