Request to Prevent
Disclosure of Directory Information

The *Family Educational Rights and Privacy Act* (FERPA) designates certain information related to students as directory information and gives the College the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing such information not be made public without their written consent. The categories of directory information are listed in the Student Annual Notification of Rights under FERPA statement, a copy of which is available upon request from the Office of the Registrar. If you wish to withhold the disclosure of ALL of the items of directory information, fill out the form below and submit it to the Registrar.

Once received, all directory information will be withheld until such time that you notify the Office of the Registrar that you wish to have the hold removed. This means that if you have a hold on your directory information at the time you graduate or withdraw from the college, we will be unable to comply with any requests received after your departure.

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 other schools, prospective employers or other persons or organizations will be refused. Conception Seminary College will honor your request to withhold all directory information, but cannot assume responsibility to contact you every time a request is received. Regardless of the effect upon you, Conception Seminary College assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that ALL my directory information not be disclosed to third parties without my written permission or as permitted by the law.

Student Name: _____ SSN: _____

Student Signature: _____ Date: _____

REGISTRAR OFFICE USE ONLY: 1) Notify all Faculty and Staff 2) Place this form in student file.

Academic Policy
FERPA