

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The John Paul II Institute for Studies on Marriage and Family considers the following items to be directory information: name of student, address (both local and permanent, including e-mail address), phone number, dates of registered attendance, enrollment status (e.g., full-time or part-time), division of enrollment, field of study, nature and dates of degrees, and awards received.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, the Institute may release this information for any purpose at its discretion. However, students have the right to withhold the disclosure of directory information by the Institute.

If you wish to prevent disclosure of any of the directory information listed above, return this form to Room 313. Completion of this form will prevent release of your directory information to anyone (outside of Institute staff and faculty) who may request it either in person, by mail, by telephone, or online. This hold will be valid for the current academic year.

If you wish to withhold some or all directory information, please check the appropriate box below:

Withhold all directory information from anyone requesting it

Withhold the following directory information:

Email:

Address:

Phone Number:

Academic Information*:

*This includes dates of registered attendance, enrollment status (e.g., full-time or part-time), division of enrollment, field of study, nature and dates of degrees, and awards received.

Print Full Name: _____ **Signature:** _____

Student Identification Number: _____ **Date:** _____

Further information about federal statutes and regulations governing student records is available at <https://studentprivacy.ed.gov/>.