# 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 by Friday, September 4. 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 2026-27 academic year.***

As long as a hold is in place, the specified directory information will not be made publicly available. Please consider the consequences of withholding directory information. For example, the Institute is unable to verify attendance or degree program for employment applications or other purposes for students who have withheld their directory information.

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 ☐

Mailing Address ☐

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/.