Northwest State Community College

Request to Prevent Disclosure of Directory Information
Registrar's Office
Room C120

The items listed below are designated as "Directory Information" by Northwest State Community College, and may be released for any purpose at the discretion of our institution.

- Student name
- Major field of study
- Birth date
- Address (only sent to four-year higher education institutions)
- E-mail address (only sent to four-year higher education institutions)

- Honors (e.g. Dean's List)
- Full-time or part-time status
- Dates of attendance
- Degrees conferred

Under the provisions 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 items designated as Directory Information listed below.

Please consider very carefully the consequences of any decision by you to withhold Directory Information. Should you decide to inform the institution not to release any or all of this Directory Information, any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold any of the items 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 instructions that such information be withheld.

Please mark the appropriate lines and sign and date this form to indicate your disapproval for Northwest State Community College to disclose the following public or Directory Information.

_____Name   _____Address   _____ Email

_____Major   _____ Honors   _____Dates of Attendance

_____Birth Date   _____Degree(s) Conferred

Semester for which the above information may not be released_____

Printed Name _____ ID _____

Student Signature_____ Date_____

If this form is not received in the Office of the Registrar, Northwest State Community College, by the last day of the second week of classes for the semester in question, it will be assumed that the above information may be disclosed for the remainder of that academic semester. **A new form for non-disclosure must be completed each academic semester.**