



REQUEST TO PREVENT/RESTORE DISCLOSURE OF DIRECTORY INFORMATION (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, and the University's FERPA Policy, you have the right to withhold the disclosure of all "Directory Information," defined by the University as:

- student's name
• addresses (campus, home, e-mail)
• telephone listings
• photograph
• major field of study
• dates of attendance
• class year
• enrollment status (e.g., undergraduate or graduate; full-time, half-time, part-time)
• participation in officially recognized activities and sports
• weight and height of members of athletic teams
• degrees
• honors and awards received
• most recent educational institution attended

Please consider very carefully the consequences of your decision to withhold directory information. Should you decide to prevent this information from being released, any future requests from non-institutional persons or organizations will be refused. This includes potential employers who want verification of your degree(s) and/or dates of attendance as well as press releases concerning University awards or activities.

The institution will honor your request but cannot assume responsibility to contact you for subsequent permission to release information. The institution assumes no liability for honoring your instructions that such information be withheld. Clark University retains the right to report your enrollment status for federal, state, or other official reporting requirements under the law that are allowable exceptions as outlined in federal and University policies.

Please check the appropriate option, sign, and return this form to the Office of the Registrar, ASEC 305. If you are requesting that we do not release information, we strongly recommend that you file another form to remove this restriction when you graduate so that we can confirm your degree for outside inquiries.

Check one: I wish Clark University to [] Prevent disclosure of Directory Information [] Restore disclosure of Directory Information

STUDENT ID: C _____

Printed Name: _____

Student Signature: _____ Date: _____