



**REQUEST TO PREVENT DISCLOSURE OF  
DIRECTORY INFORMATION**

The following is designated as Directory Information:

Student name, address, telephone number, dates of attendance, enrollment status, level, previous institutions attended, fields of study, awards, honors, degrees conferred with dates, past and present participation in officially recognized sports and activities, prior military service, campus e-mail address, date and place of birth, and photograph.

The University has the option to release this information without the student's consent to agencies or persons outside the University. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of Directory Information.

Please consider carefully the consequences of the decision to withhold Directory Information. Should you decide to inform the University not to release this Directory Information, any further requests for such information from persons or organizations not associated with the University will be refused.

The University will honor your request to withhold Directory Information, but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the University assumes no liability for honoring your instructions that such information be withheld.

Disclosure of Directory Information will **NOT** be restricted until this form has been received **AND** processed. Please allow five working days for processing. Requests for non-disclosure of information will be honored until the student notifies the Registrar Services office, in writing, to remove the restriction.

**I am requesting that my Directory Information, as defined above, not be released to persons or organizations not associated with the University, unless so directed by myself in writing.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NEIU ID Number

\_\_\_\_\_  
Date