REQUEST FORM TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The following is designated as Directory Information:

> Student's name, University email address, dates of attendance, enrollment status, student level, student classification, field(s) of study, degree(s) conferred with dates, awards and honors received, previous institutions attended, participation in officially recognized sports and activities and prior military service.

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 and 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 Office of Enrollment Services, 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.

Please submit the completed form to registrar@neiu.edu or return to Enrollment Services (D-101).

_____ _____

Name (please print) Signature

_____ _____

NEIU ID Number Date