REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

PRINT: **Last Name** **First** **Middle**

UWF I.D. Number **E-mail Address** **Daytime Phone Number**

Under the provisions of the Family Educational Rights Privacy Act, you have the right to withhold disclosure of the information listed below. These items are designated as "Directory Information" and may be released by this university to non-institutional persons or organizations.

Your request to withhold directory information will be honored and must be directed to the Registrar's Office. The university will not assume responsibility to contact you for subsequent permission for release of these items. The university assumes no liability for honoring your request that such information be withheld.

Contact the Registrar's Office in writing if you wish to have the privacy flag removed from your permanent academic record. NOTE that electronic release of information is separate from other printed and verbal release.

PRINTED AND/OR VERBAL RELEASE

(Does not include Electronic Directory Release)

Check for information NOT to be released

I. Name, address, telephone number, dates of attendance, e-mail address. _____

II. Most recent previous institution attended, major field of study, awards, honors (includes Deans' list), degrees conferred (including dates). _____

III. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) date and place of birth. _____

IV. Commencement Program (name and degree at time of graduation). _____

V. News releases (at time of graduation). _____

ELECTRONIC RELEASE

You may choose to restrict all or a portion of your directory information from the electronic directory by checking:

☐ *NO Restrictions*	☐ Suppress: *all* information	☐ Suppress: home address *only*	☐ Suppress: home phone *only*	☐ Suppress *both*: home address and home phone

CANCELLATION OF PRIVACY

☐ **Cancel ALL Printed and/or Verbal Directory Privacy**

☐ **Cancel ALL Electronic Directory Privacy**

The Faculty, Staff, Student Directory is printed during the fall semester for the academic year. In order to prevent disclosure in this publication, students' requests for non-disclosure must be received in the Registrar's Office prior to the end of the fall semester drop/add period.

Office Use Only:

Clerk Date

Student Signature **Date**

Rev 1007