



# ELON UNIVERSITY

## Request to Prevent Disclosure of Directory Information

The items listed on the right are designated as directory information and may be released for any purpose at the discretion of our institution.

The items listed under **Directory Information** may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of **Directory Information**. Please consider carefully the consequences of any decision to withhold **Directory Information**. Should you decide to inform Elon University not to release **Directory Information**, any future request for such information from non-institutional persons or organizations will be refused. For example, the university would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

**Note to students about to graduate:** The withhold directory flag will remain on your records after graduation if you have requested that the information be withheld; therefore, **we will not be able to verify your degree to potential employers.** (See below for removal of **Withhold Directory Information** designation.)

Elon University will honor your request to withhold the information listed to the right but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, the institution assumes no liability for honoring your request for information to be withheld.

**Directory Information** includes the following:

- 1) · Name
  - Address
  - Telephone number
  - Dates of attendance Class
  
- 2) · Previous institutions attended
  - Major field of study
  - Awards
  - Honors (including Dean's and President's lists)
  - Degree(s) conferred (including dates)
  
- 3) · Past and present participation in officially recognized sports and activities
  - Physical factors (height, weight of athletes)
  - Date and place of birth

## Directory Information Withhold/Release Form

### Withhold Directory Information

I want **Directory Information** to be *withheld*. (**Directory Information** includes all items listed above.)

I wish to prevent the disclosure of my **Directory Information** and understand the ramifications of doing so.

Student's Name (print) \_\_\_\_\_

Elon student ID# \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

From the date this form is received in the Registrar's Office, we will honor your request to **Withhold Directory Information** until you request in writing that you wish to remove the **Withhold Directory Information** designation. You may only authorize the release of directory information in writing after the hold has been added to your record.

### Release Directory Information

I want **Directory Information** to be *released*. (**Directory Information** includes all items listed above.)

I no longer wish to prevent the disclosure of my **Directory Information** and release Elon University from any responsibility to withhold open **Directory Information** from the date this form is received in the Registrar's Office.

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

Elon student ID# \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

From the date this form is received in the Registrar's Office we will honor your request to **Release Directory Information**.

Return this form and a picture ID to The Office of the University Registrar, Elon University, Alamance Building Room 104.

CB 2106, Elon, NC - Phone:336.278.6677 - Email: registrar@elon.edu