REQUEST FOR NON-DISCLOSURE
OF DIRECTORY INFORMATION

Student Information

<table>
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<tr>
<th>Student Name</th>
<th>Student ID #</th>
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The Family Educational Rights and Privacy Act of 1974, as amended (FERPA; 34 CFR 99) sets forth requirements regarding the privacy of student records. The act is designed to protect the confidentiality of education records maintained by educational institutions and to give students access to their records to assure the accuracy of the contents.

Under FERPA, directory information may be disclosed without student consent. Directory information is information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. See the Notification of Student Rights Under FERPA at marylhurst.edu/ferpa for details about directory information at Marylhurst.

If you wish to withhold all disclosure of directory information, sign below and submit this form to the Office of the Registrar. Once you have filed for non-disclosure of directory information, this block will permanently remain on your record until you revoke your request for non-disclosure. This hold does not apply retroactively to previous releases of directory information.

Students should consider very carefully the consequences of requesting non-disclosure of directory information: all information, including confirmation of attendance at or graduation from the University, will be withheld from anyone who inquires, including other educational institutions and prospective employers. Marylhurst University will honor the request to withhold all directory information but assumes no liability for honoring those instructions.

Please be advised that a request for non-disclosure of directory information will not affect the disclosure of personally identifiable information under exceptions permitted by FERPA. These exceptions include, but are not limited to, disclosure of education records to the following:

- School officials with a legitimate educational interest in the specific records.
- Persons or organizations providing financial aid to students provided the information is necessary to determine eligibility or amount of aid or to enforce the terms and conditions of the aid.
- Accrediting organizations to carry out their functions.
- Organizations conducting certain studies for or on behalf of the University.
- Appropriate parties in a health or safety emergency, as defined by the act.
- The Department of Defense for military recruiting purposes, as per the Solomon Amendment (under 32 CFR 216).
- Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the University makes a reasonable attempt to notify the student in advance of disclosure.
- A court or administrative agency in the event of legal action between the University and a student provided that the University makes a reasonable attempt to notify the student in advance of disclosure.
- Veterans Administration officials (under 38 USC 1790(c)).

Authorization

- □ I have carefully read the above statement and request that my directory information not be disclosed to third parties without my written permission or as permitted by the law.
- □ I wish to revoke my previous request for non-disclosure of directory information.

<table>
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<tr>
<th>Student Signature</th>
<th>Date</th>
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Registrar ___________ Date ___________