

## Request to Prevent Disclosure of Directory Information

Office of the Registrar

The Family Educational Rights and Privacy Act of 1974, as amended permits the College to designate certain information as directory information and to release such information at the discretion of the College without the consent of the student. Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the disclosure of such directory information.

Directory Information is defined by Johnson College as student's name, address, telephone number, enrollment status, e-mail address, major, dates of attendance, participation in activities and sports, degrees awarded and date(s) received, honors received.

Please consider very carefully the consequences of any decision made by you to withhold directory information. Should you inform the College not to release this directory information, any requests for such information from non-institutional persons or organizations will be refused. This will also prevent the Registrar from releasing information to the media when you have graduated or been placed on the President's List since that information includes the student's address. The College will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Johnson College assumes no liability for honoring your instructions that such information be withheld.

If you wish to change your restrictions on disclosure of directory information, a new form must be filed with the Registrar's Office.

I have carefully read the above and request that directory information not be disclosed by the College without my written permission.

Student Name \_\_\_\_\_

SS # \_\_\_\_\_

(Please print)

Student Signature

\_\_\_\_\_

Semester and Year \_\_\_\_\_

Date \_\_\_\_\_

Please mail form with original signature to: Johnson College, Registrar's Office, 3427 N. Main Ave., Scranton, PA 18508 or drop off at the Registrar's Office in Richmond Hall.