

**REQUEST TO PREVENT DISCLOSURE
OF DIRECTORY INFORMATION**

Under the provisions of the Family Educational Rights and Privacy Act of 1974 Governors State University may release, at the discretion of the university, directory information pertaining to individual students without their written consent.

According to the university policy and procedures on student records, the following information has been designated as directory information:

1. Student name
2. Address and telephone number
3. Classification (graduate or undergraduate)
4. College and major field of study
5. Previous institutions attended
6. Date of birth
7. Participation in officially recognized activities
8. Dates of attendance
9. Degrees and awards received, with dates
10. Current term hours and full-time/part-time status
11. Picture

However, the Family Educational Rights and Privacy Act also gives each currently enrolled student the right to withhold the disclosure of any or all directory information. Should you decide to inform Governors State University not to release directory information, any future requests for such information from noninstitutional persons or organizations will be refused.

The university will honor this request to withhold directory information, but cannot assume responsibility to contact you for subsequent permission to release it. The request for nondisclosure of directory information will be honored by the university until rescinded by you in writing or until your cease to enroll.

**PLEASE COMPLETE THIS PORTION IF YOU WISH
TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION**

I, _____, hereby request that the following directory information be withheld from an inquirer outside of the institution effective within ten days and in effect until I notify the Office of the Registrar to cancel the request or until I cease to be enrolled as a student:

_____ **All** directory information

OR

Indicate the **number** listed above corresponding to the information
to be withheld: _____

Signature _____

I.D. Number _____

Date _____