

**REQUEST TO PREVENT DISCLOSURE OF  
DIRECTORY INFORMATION**

The items listed below are designated by Concordia University Irvine as directory information and may be released in accordance with the Family Educational and Rights and Privacy Act (FERPA), as Amended. Under the provisions of FERPA, as Amended, you have the right to withhold the disclosure of directory information. Please consider very carefully the consequences of any decision to withhold directory information. Should you decide to inform this institution 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. Should you decide to withhold directory information, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information or you may cancel withholding directory information.

Special notation to students about to graduate—the withhold directory flag will remain on your records after graduation if you have requested the information be withheld; therefore, we will not be able to verify your degree to potential employers. (See Box No. 2 and 3 below for removal of withhold directory information designation.)

The institution will honor your request to withhold the information listed below 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 instructions that such information be withheld.

**DIRECTORY INFORMATION INCLUDES THE FOLLOWING:**

<ul style="list-style-type: none"> <li>- Student's full name</li> <li>- Addresses (local and permanent)</li> <li>- Telephone listings (local and permanent)</li> <li>- Date and place of birth</li> <li>- Major field of study</li> <li>- Email address</li> <li>- Photos in University publications</li> </ul>	<ul style="list-style-type: none"> <li>- Classification, including status (FT/PT)</li> <li>- Weight and height of athletic teams members</li> <li>- Dates of attendance</li> <li>- Degrees and awards received</li> <li>- Most recent previous school attended</li> <li>- Participation in officially recognized activities and sports</li> </ul>
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This form must be submitted to the Office of the Registrar on or before census day of the spring or fall semester or the 4th class day of the summer term. We will not be responsible for the release of directory information prior to receipt of this form in the Office of the Registrar. The release of the following information will always require a student signature: grades, GPA, transcripts, ethnicity, race, gender, enrollment verifications, and student ID.

**WITHHOLD DIRECTORY INFORMATION**

<sub>1</sub> Please indicate by checking Box No. 1 and completing the information in this section if you want to request that your directory information be withheld.

*I wish to prevent disclosure of my directory information and understand the ramifications of doing so.*

Signature: \_\_\_\_\_  
(Student ID number) (Date)

Please print name: \_\_\_\_\_

From the date this form is received in the Office of the Registrar, 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 authorize the release of information in writing on a transaction-by-transaction basis without removing the withhold directory flag.

**RELEASE DIRECTORY INFORMATION**

<sub>2</sub> Please indicate by checking Box No. 2 and completing the information in this section if you no longer request that your directory information be withheld and release the University from any responsibility to withhold directory information from \_\_\_\_\_ this date.  
(Date)

<sub>3</sub> Please indicate by checking Box No. 3. And completing the information in this section that you request your directory information be released only for the purpose stated.  
 I am not releasing my directory hold. Information to be released: \_\_\_\_\_.

Signature: \_\_\_\_\_  
(Student ID number) (Date)

Please print name: \_\_\_\_\_