

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The items listed below are designated as "Directory Information" and may be released in accordance with the Family Educational Rights and Privacy Act of 1974, as Amended. Under the provisions of the Family Educational Rights and Privacy Act, as Amended, you have the right to withhold the disclosure of "Directory Information." Please consider very carefully the consequences of any decision by you 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 (FOR EXAMPLE, THE RELEASE OF A TRANSCRIPT FOR EMPLOYMENT PURPOSES) OR YOU MAY CANCEL WITHHOLD DIRECTORY. SEE BELOW FOR INSTRUCTIONS.**

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 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: | |
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| — Student's full name | — Classification |
| — Addresses - local and permanent, | — Weight and height of members of athletic teams |
| — Telephone listings - both local and permanent | — Dates of attendance |
| — Date and place of birth | — Degrees and awards received |
| — Major field of study | — Most recent previous school attended |
| — Participation in officially recognized activities and sports | |

This form must be submitted to the Registrar's Office 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 Registrar's Office

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WITHHOLD "DIRECTORY INFORMATION"

¹ 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.** Directory information includes all in the above category.

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

Signature: _____ (Student Identification No.) _____ (Date)

Please print name: _____

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. (Check Box No. 2 below for removal designation.) YOU MAY AUTHORIZE THE RELEASE OF INFORMATION IN WRITING ON A TRANSACTION-BY-TRANSACTION BASIS WITHOUT REMOVING THE WITHHOLD DIRECTORY FLAG. (See paragraph 1 of this sheet.)

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RELEASE "DIRECTORY INFORMATION"

² Please indicate by checking Box No. 2 and completing the information in this section if **you no longer want your "Directory Information" withheld.**

I no longer request that my "Directory Information" be withheld and release the University from any responsibility to withhold open "Directory Information" from the date the form is received in the Registrar's Office.

Signature: _____ (Student Identification No.) _____ (Date)

Please print name: _____

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RETURN THIS FORM TO THE REGISTRAR'S OFFICE, Concordia University, ROOM 200, Administration Bldg, 1530 Concordia West, Irvine, Ca 92612-3299. (FAX: 949-854-8002)