



REQUEST TO PREVENT DISCLOSURE OF DRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a student may request that Montserrat College of Art release no directory information about the student without specific written authorization.

Montserrat College of Art has designated the following as **directory information**:

- name(s) of student who is or has been in attendance;
- dates of attendance;
- local and other address(es);
- telephone number(s);
- e-mail address(es);
- major, concentration and minor field(s) of study;
- class level;
- enrollment and residency status;
- degree(s), honors, and awards received and where received;
- expected date of completion and official graduation date(s);
- previous educational agency or institution(s) attended;
- photo ID images, picture, or video of the student;
- identification of work(s) produced, including images and video of;
- participation in college-sponsored co-curricular activities and clubs.

This form must be submitted to the Registrar's Office from the student and cannot be typed.

I have carefully read the above and request that all 'Directory Information' NOT be disclosed to non-institutional persons or unauthorized organizations by the College without my prior written permission:

Student's Legal Name _____

Student's Address _____

City _____ State _____ Zip _____

Student's Phone Number __ (____) _____

Student's Signature _____

Date _____

FOR OFFICE USE ONLY

Date received
 Database updated
 Copy in student file

Processed by:
Initials _____
Date _____