



**REQUEST TO PREVENT DISCLOSURE OF DIRECTORY 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, address, telephone number, date and place of birth, honors and awards, and dates of attendance.*

If you wish to withhold the disclosure of ALL of the items of ‘Directory Information’, fill out the form below and submit it to the Registrar’s Office.

This form should be received by the Registrar’s Office prior to the close of the drop/add period in any given semester to ensure that the above information is not released for the remainder of the semester. This form becomes invalid only upon written notification from the student to revoke this request.

Please consider carefully the consequences of any decision made by you to withhold ‘Directory Information’, as any future requests for such information from non-institutional persons (future employers, etc.) or unauthorized organizations will be refused. Montserrat College of Art will honor your request to withhold “Directory Information” but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Montserrat College of Art assumes no liability for honoring your instructions that such information may be withheld.

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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 Printed Name \_\_\_\_\_

Student’s Local/Campus Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student’s Phone Number \_\_ (\_\_\_\_) \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return completed form to the Registrar’s Office, 1<sup>st</sup> floor, Hardie Building**

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**FOR OFFICE USE ONLY**

\_\_\_ **Date received**  
\_\_\_ **Database updated**  
\_\_\_ **Copy in student file**

**Processed by:**  
**Initials** \_\_\_\_\_  
**Date** \_\_\_\_\_