

## Request to Release Directory Information

Return to:  
Registrar's Office  
23 Essex Street  
Beverly, MA 01915

I hereby request the Registrar's office to release my previous Request to Prevent Disclosure of Directory Information that I filed.

1. The name of the student who is or has been in attendance
2. Address (local, permanent or legal residence and electronic mail)
3. Telephone or cellphone number
4. Class level (semester class or level: first-year, sophomore, junior, senior, etc.)
5. Concentration or field of study
6. Degree sought
7. Date and place of birth
8. Dates of attendance
9. Enrollment status (full-time, part-time, or not enrolled; on-campus, study away or not on campus)
10. Expected date of completion of degree requirements and graduation
11. Degrees, honors and awards received and where received
12. Previous educational agency or institution attended
13. Photo ID images
14. Participation in college-sponsored co-curricular activities and clubs

To process this request you must present this form to the Registrar's office.

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**I have read this form carefully and understand the consequences of my decision to release my directory information.**

**I understand:**

— that all directory information listed above may be released freely.

— that my directory information is subject to publication on the Web and printed campus directories and publications.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Montserrat ID: \_\_\_\_\_

Date(s) of Attendance: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Signature: \_\_\_\_\_

**Office Use Only**

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_