

## Request to Prevent Disclosure of Directory Information

Use this form if you do **NOT** want the Institute to release any information regarding your academic record to include directory information. Submit this form to the Registrar's Office in person and have a picture identification available such as a driver's license, passport, visa, or student ID card.)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The New Lines Institute has adopted policies and procedures that permit students to restrict the disclosure of directory information.

### Directory Information includes the following:

- Student Name
- Major Field of Study
- Dates of Attendance
- Enrollment Status
- Class Level
- Previous Institutions
- Degrees and Awards received
- Photographs
- Participation in Officially Recognized Activities

The New Lines Institute will honor your request to restrict your directory information but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, the New Lines Institute assumes no liability for honoring your request for information that is withheld.

**Note to graduating students:** A restriction on your directory information will prevent the New Lines Institute from publishing your name in the commencement program. Further, any request to restrict directory information will remain in effect after you have graduated therefore, the New Lines Institute will not be able to verify your degree to potential employers without your express written consent.

**Understanding the ramifications of this restriction I, the undersigned, do NOT want Directory Information released to individuals and organizations outside of the New Lines Institute.**

Name

New Lines Institute ID

Date

Signature

### For office use only

Date Received

By

Informed

☐

Admissions Office

☐

Accounting Office

☐

Academics

☐

ISS Office

☐

IT Department