

## DISCLOSURE OF DIRECTORY INFORMATION

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of our institution, under the provisions of the Family Educational Rights and Privacy Act of 1974. A copy of this policy is available in the Registrar's Office.

You have the right to withhold the disclosure of the "Directory Information" listed below. Please consider very carefully the consequences of any decision by you to withhold this information. Should you decide to inform Capital University not to release this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold "Directory Information," but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

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### PLEASE SELECT AN OPTION BELOW

Initial next to your chosen request

\_\_\_\_\_ **DO NOT DISCLOSE THE FOLLOWING INFORMATION:**

Name, address (local and home), telephone number (local and home), email address, field of study, weight/height of athletes, previous school attended, photographs, date and place of birth, participation in officially recognized activities and sports, and dates of attendance, class standing, degrees and awards.

\_\_\_\_\_ **REMOVE PREVIOUS DISCLOSURE OF DIRECTORY INFORMATION HOLD:**

If you have previously requested to prevent the disclosure of your directory information and would like us to now be able to release your directory information to non-institutional persons or organizations, please choose this option.

**Student Name** (please print): \_\_\_\_\_

**Student ID# or DOB:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_