



REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Student Name: _____

Student Number: _____

Dear Student:

The items listed below are designated, by the Family Educational Rights and Privacy Act of 1974, as Amended, as "Directory Information" and may be released for any purpose at the discretion of Embry-Riddle Aeronautical University. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, you have the right to withhold the disclosure of any or all of the "Directory Information."

Please consider very carefully the consequences of any decision to withhold information. Should you decide to inform the University not to release this "Directory Information," as any future requests for such information from other schools, prospective employers or other persons or organizations without your prior written consent will be refused. The University will honor your request to withhold "Directory Information" listed below but cannot assume responsibility to contact you for subsequent permission for release. Regardless of the effect upon you, Embry-Riddle assumes no liability for honoring your instructions that such information be withheld.

For each of the categories listed below, please initial on the line provided to indicate you understand this as directory information. Then, affix your signature and today's date at the bottom. Initialing and signing below prevents disclosure of **all** directory information.

Category I Name, address, telephone number, dates of attendance, and class _____

Category II Previous institution(s) attended, major field of study, awards, honors
(includes Dean's List), degree(s) conferred (including dates) _____

Category III Past and present participation in officially recognized sports and
activities, physical factors (height, weight) of athletes, date and
place of birth _____

PLEASE NOTE: Once received, all directory information will be withheld until such time that you notify, in writing, the Office of Records and Registration that you wish to have the hold removed. This means that if you have a hold on your directory information at the time that you graduate or withdraw from the University, that we will be unable to comply with any requests received after your departure.

SIGNATURE: _____ **DATE:** _____