



NEW YORK INSTITUTE OF TECHNOLOGY

Office of the Registrar

Request to Prevent Disclosure of Directory Information

The Family Education Rights and Privacy Act designates certain information related to students as "Directory Information" and gives NYIT the right to disclose such information to anyone inquiring without having to ask a student's permission, unless the student specifically requests in writing that all such information not be made public without written consent. The categories of "Directory Information" are listed in the NYIT catalog, a copy of which is available upon request from the Office of the Registrar. If you wish to withhold the disclosure of all of the items in "Directory Information," fill out the form below and submit it to the Office of the Registrar.

Please consider very carefully the consequences of any decision made by you to withhold "Directory Information," as any future requests for such information from non-institutional persons or organizations will be refused. NYIT will honor your request to withhold "Directory Information" items but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, NYIT assumes no liability for honoring your instructions that such information may be withheld.

I have carefully read the above and request that all "Directory Information" not be disclosed to non-institutional persons by NYIT without my prior written permission.

Student's printed name _____

Student ID number _____

Student address _____

City _____ State _____ Zip _____

Student's signature _____ Date _____

To be completed by Registrar

Date received in registrar's office _____

Date registrar updated student's record _____

Old Westbury
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568
516.686.7694 - Office
516.686.1074 - Fax

NEW YORK INSTITUTE OF TECHNOLOGY

Manhattan
1855 Broadway
New York, NY 10023
212.261.1600 - Office
212.261.1608 - Fax