



## ■ REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Student Information		
Student ID _____		
Last Name _____	First Name _____	Middle Name _____

The Family Educational 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,” sign 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 Signature \_\_\_\_\_ Today’s Date \_\_\_\_\_

*Student to bring signed form to the Office of the Registrar.*

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Office Use Only

Date received in the Office of the Registrar \_\_\_\_\_

Date the Office of the Registrar updated student’s record: \_\_\_\_\_

Student Information System (PeopleSoft) \_\_\_\_\_

National Student Clearinghouse: Enrollment Verification \_\_\_\_\_

National Student Clearinghouse: Degree Verification \_\_\_\_\_