

## Request Form for Non-Disclosure of Directory Information

“Student directory (public) information” includes name, address, telephone number, date of birth, class, major field of study, dates of attendance, degrees and honors/awards received, and previous institutions attended. IAIA may release all or any of these student directory information items for any purpose at its discretion.

Under the provision of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to withhold the disclosure of all their directory information. If a student wishes to exercise this right, the student must complete this form and submit it to the Registrar’s Office. Any student who does not complete and submit this form in this manner gives IAIA approval for disclosure of their directory information.

All students should carefully consider the consequences of the decision to withhold the release of directory information items. Once this request is processed, IAIA will not acknowledge to any third party the existence of the student as an enrolled individual at IAIA. Nor will IAIA notify the student that it received a request for information from any third party. If the student decides to lift the request for non-disclosure, the student must notify the Registrar’s Office in writing of this intent. Students with a break in enrollment must re- submit this paperwork each time they re-apply if they wish to keep this confidentiality active.

Name (pleas print): \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

IAIA Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of the Student: \_\_\_\_\_ Date: \_\_\_\_\_

*This request for non-disclosure must be filed by the end of the second week of the Fall or Spring semester. Please return the completed form in person with a picture ID to Registrar’s Office at the west end of the academic building.*

For Office Use Only:

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_