



Request to Prevent Disclosure of Directory Information

Note: A new form must be completed for each academic term.

Term of request: Spring Summer Fall Year: _____

Name: _____ Student ID# _____

Under the provisions of the Family Educational Rights Act of 1974, as amended, a student has the right to request an institution withhold the disclosure of the "Directory Information" listed below. This information may be found in the West Chester University Catalog, as well as the Ram's Eyes View. Completion of this form results in a one term request by the student *not* to have this information made available.

The items listed below are designated "Directory Information" and may be released for any purpose at the discretion of our institution:

Student's name	Class roster	Date of attendance
Address	Participation in officially	Degrees and awards received
Telephone Number	recognized activities and	Most recent previous
Email address	sports	education agency or
Date and place of birth	Weight and height of	institution attended by
Major field of study	members of athletic	the student
Class schedule	teams	

I have carefully considered the consequences of my decision to request West Chester University withhold the above information. I understand it is my responsibility to file this form for each term that I attend the university; this form is only applicable to the stated term above. I accept that the university is not responsible to contact me regarding future disclosure prevention. I further understand that the university may not be held liable for honoring this request to withhold "Directory Information."

I do not want this "Directory Information" disclosed.

Signature: _____ Date: _____

Changes valid only with University Registrar Stamp

IMPORTANT NOTICE: This form will be processed and posted to your record on the FRIDAY after it has been received in the Office of the Registrar. It is the responsibility of the student to file this form prior to academic publications.

Incomplete forms may not be processed.

Return this form to the Office of the Registrar.