

Request to Prevent Disclosure of Directory Information



Student Information

Student ID	Last name	First name
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The Family Educational Rights and Privacy Act designates certain information related to students as “Directory Information” and gives New York Institute of Technology 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 New York Institute of Technology catalog, a copy of which is available upon request from the Office of the Registrar. If you wish to withhold the disclosure of all 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. New York Institute of Technology 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, New York Institute of Technology 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 New York Institute of Technology without my prior written permission.

Signature	Date
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Student to bring signed form to the Office of the Registrar.

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
