



## Request to Prevent Disclosure of Directory Information

The items listed below are designated as Directory Information by Houghton College under the provisions of the Family Educational Rights and Privacy Act (FERPA) and may be released for any purpose at the discretion of the institution.

- Name
- Addresses
- Email
- Phone numbers
- Photograph
- Date and place of birth
- Class level
- Enrollment status
- Dates of attendance
- Awards
- Honors (including President's/Dean's list)
- Major/Minor/Concentration
- Degree conferred (including dates)
- Sports information (height/weight/participation)

Please consider very carefully the consequences of any decision by you to withhold Directory Information. It is most often in your interest to allow Directory Information to be released. The information may be a valuable resource for those on campus, prospective employers, etc. Should you decide to inform Houghton College not to release Directory Information, any requests for such information from non-institutional persons or organizations will be refused, unless we are required by law to release it.

Houghton College will honor your request to withhold the Directory Information listed above, regardless of the effect upon you. Houghton College assumes no liability for honoring your instructions that such information be withheld.

Prevention of Disclosure

I request that my Directory Information not be released to the public. I understand that this information will not be published in any directories, nor in the commencement program upon graduation, nor released to any outside agencies, unless required by law. I further understand that this information will not be withheld from any Houghton College offices that may request it.

Revocation of Disclosure

I hereby authorize the revocation of the prevention of disclosure of my Directory Information. I understand this information may now be published in any directories, commencement program, and released to outside agencies.

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_