

## RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information" and gives the University the right to disclose such information to anyone inquiring without having to ask students for permission unless the students specifically request in writing that **ALL** such information not be made public without their written consent. The University will release "Directory Information" unless students specifically request in writing that it be withheld.

Please consider very carefully the consequences of any decision by you to withhold "Directory Information." Should you decide **NOT** to release "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused. Some of the effects of your decision to withhold "Directory Information" will be friends or relatives trying to reach you and prospective employers inquiring about you, etc., requests for information will be refused.

The University will honor your request to withhold "Directory Information," but cannot assume responsibility to contact you for permission to release requested information. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that information be withheld.

DIRECTORY INFORMATION – The following information is specified as "Directory Information:"

Name	College of enrollment	Major
Address (local and home)	Enrollment status	Degrees earned
Telephone number (local and home)	Dates of enrollment	Grade level (Jr./Senior)
Email address	Class schedule	Honors and awards received
Participation in officially recognized activities		Expected date of graduation

Exceptions to withholding "Directory Information:"

Emergency situations  
Lawfully issued subpoena  
Parents of a dependent student as defined by the Internal Revenue Code  
University employees who have a legitimate need to know

\_\_\_\_\_ **YES**, I give the University of Northwestern Ohio permission to release Directory Information.

\_\_\_\_\_ **NO**, I do not give the University of Northwestern Ohio permission to release Directory Information.

**This authorization is valid until a written request to change status is received by the Office of the Registrar. Students may change this status at any time by contacting the Office of the Registrar.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT NUMBER