

**EAST TENNESSEE STATE UNIVERSITY
OFFICE OF THE REGISTRAR**

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

To: All Students Term/Semester/Year _____

The items listed below are designated as "Directory Information and may be released for any purpose.

Name, address, phone number, major, dates of attendance, classification, previous institution(s) attended, awards, honors (includes Dean=s List), degrees conferred (including dates), and sports participation information.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of "Directory Information."

Please consider very carefully the consequences of any decision by you to withhold "Directory Information." Should you decide to inform the institution not to release this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Affix your signature below to indicate your disapproval for the institution to disclose public or Directory Information.

Student ID# _____

Printed name _____

Signature _____ Date _____

If this form is not received in the Office of the Registrar prior to the published last day to add a course for the Fall term, it will be assumed that the above information may be disclosed for the remainder of the current academic year. **(A new form for non-disclosure must be completed each Fall term.)** A form submitted the last term of enrollment will remain in effect until you re-enroll.

Office of the Registrar Received _____	For Office Use Only Processed by: _____ Date: _____
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