MARLBORO COLLEGE
REQUEST TO PREVENT DISCLOSURE OF FERPA DIRECTORY INFORMATION
2009-2010 Academic Year

The items listed below are designated as "Directory Information" and may be released at the discretion of Marlboro College. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), you have the right to withhold the disclosure of Directory Information, which is defined as follows:

- Name
- Local and permanent address & telephone numbers
- Academic status: full-time, half-time or less than half-time
- E-mail address
- Dates of attendance
- Academic class standing (e.g. freshman, sophomore, etc.)
- Plan of Concentration (major area of study)
- Expected date of graduation
- Previous institution(s) attended
- Degree(s) conferred including dates and any honors or awards
- ID photo

Under the Act, currently enrolled students have the right to request that Directory Information not be disclosed. **To withhold disclosure of Directory Information, written notification must be received in the Registrar's Office no later than the final date for course registration each semester. If this form is not received in the Registrar's Office by the final published course registration deadline it will be assumed that all Directory Information may be disclosed for the remainder of the current academic year.** Forms requesting the withholding of Directory Information are available outside the Registrar's Office.

Students should consider very carefully the consequences of any decision to withhold Directory Information. Should a student decide to inform the College not to release his or her Directory Information, requests for such information from non-institutional persons or organizations (including friends and relatives) will be refused. Also note that a request to withhold Directory Information during the Senior (or last) year that a student is in attendance at the College prevents the student from being listed in the Commencement Programs and remains in effect thereafter unless rescinded by the (ex-)student in writing.

Marlboro College assumes approval for disclosure when students do not specifically request that directory information be withheld by the stated deadline. Questions and concerns about the Privacy Act, directory information or issues of confidentiality should be addressed to the Registrar or the Director of Advising.

Please mark the appropriate box and affix your signature below to indicate your request that Marlboro College <u>not</u> disclose Directory Information as noted above.

Category I [ ] **No Directory Information to be given**

Category II [ ] **No Directory Information to be given to anyone outside the Marlboro community** *(Directory Information will be given out to students, faculty and staff. Directory information is included in the campus roster, which is distributed to the community each semester. It is also available at the reception desk.)*

Withhold Photo [ ] **Marlboro College and its representatives occasionally take photographs for the College's use in print and electronic publications.** *This serves as public notice of the College's intent to do so and as a release to the College of permission to use such images as it deems fit. If you object to the use of your photograph, you have the right to withhold its release by marking this box.*

Student's Name (printed) _____

Student's Signature _____ Date_____

NOTE: If you leave the College for any reason–withdrawal, medical leave, graduation–holds on Directory Information will remain active during your absence. To remove the hold you must inform the Registrar in writing.