



## Request to Restrict Disclosure of Directory Information

In compliance with the federal Family Education Rights and Privacy Act of 1974, Nicolet College is restricted from disclosing certain information from your student records. This law does permit the college to release “directory information” about students without the student’s written consent. You can restrict the disclosure of directory information by completing this form.

Nicolet College defines the following as *directory information*:

- Name
- Address and phone number\*
- Date of birth
- Expected graduation date
- Enrollment status
- Nicolet College assigned student email address
- Major field of study
- Types of degrees/diplomas/certificates and date granted
- Academic honors/awards received and date granted
- Classification and year
- Dates of enrollment
- Photos/videos of students for use in College press releases, publications and web sites

\*Limited Directory info - can only be released to the Foundation and National Student Clearinghouse.

**Please carefully consider the consequences of any decision to restrict *directory information*.**

Should you inform the college not to release *directory information*, all future requests for such information from non-institutional persons or organizations will be refused. Examples of such requests that would not be released include, but are not limited to: enrollment verification for insurance, employer request for verification of enrollment/degree, and licensing or registry forms. In addition, information about class registration, class schedules, transcript releases, Dean’s list and listing your name in the graduation booklet will be restricted.

Once a restriction of disclosure is issued, all requests for release of information from you will need to be made in writing. You may revoke this request at any time by declaration in writing.

Nicolet will honor your request to restrict all directory information, but does not assume responsibility to contact you if a request for information is received. Regardless of the effect upon you, Nicolet assumes no liability for honoring your instructions that directory information be withheld. Nicolet will honor your request to restrict disclosure of directory information until you notify the Registrar’s Office in writing that you wish to remove the disclosure restriction.

Student Name (print) \_\_\_\_\_ Student ID \_\_\_\_\_

***I have carefully read the above and request that all my directory information not be released to third parties without my written permission, except as permitted or required by law.***

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**I wish to revoke my previous request.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

Office Use Only: Date Received \_\_\_\_\_ Registrar’s Initials \_\_\_\_\_ Date Indicator was applied in SIS \_\_\_\_\_