



# Request for Non-Disclosure of Directory Information

Office of the Registrar • 100 Grant Street, De Pere, WI 54115 • (920) 403-3216

These items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of SNC. Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below. No other student information is released to non-college personnel without your written permission. By completing this form, you will be requesting that information **not** be released to non-university personnel or listed in the campus directories.

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused. SNC will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Some of the effects of your decision to request confidential status will be that friends or relatives trying to reach you will not be able to do so through the College; information that you are a student here will be suppressed, so that if a loan company, perspective employer, family member, etc., inquire about you, they will be informed that we have no record of your attendance here. Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

Please check the appropriate boxes and affix your signature below to indicate your wish to **block** from public disclosure.

- | Do Not Disclose                       | Information Item   |
|---------------------------------------|--|
| <input type="checkbox"/> Category I-A | Name, dates of attendance, class.  |
| <input type="checkbox"/> Category I-B | Permanent address and telephone number.  |
| <input type="checkbox"/> Category I-C | Local or campus address and telephone number.  |
| <input type="checkbox"/> Category I-D | Suite mail box number.   |
| <input type="checkbox"/> Category I-E | E-mail address.  |
| <input type="checkbox"/> Category II  | Previous institution(s) attended, field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates).                        |
| <input type="checkbox"/> Category III | Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth. |
| <input type="checkbox"/> Category IV  | Any item(s) listed above.  |

**I have carefully read the above and request that those items checked of my directory information not be disclosed to third parties without my written permission or as permitted by the law.**

Student Name: \_\_\_\_\_  
(First Name) (Last Name)

SNC ID No. | | | | | | | | | |

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_