

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

FERPA allows the opportunity for a student to opt out of the release of directory information. The definition of directory information can be found in the University FERPA policy in the *Academic Catalog*. Opting out of directory information prevents the University from acknowledging the student's enrollment to interested third parties such as employers, parents, or spouses. It also means the student's name will be omitted from such publications as playbills, athletic team notices, academic honors lists, and Commencement programs.

First	Middle	Last	Student ID
-------	--------	------	------------

This is notification that I do not want William Peace University to disclose what is considered directory information from my education records without my written consent, except as required by law. I further understand that William Peace University will code my education record to prohibit their release without my consent within 3 business days of this notification. I understand that if directory information was released prior to the processing of this form, the University may not be able to stop the disclosure of the directory information. I understand that by signing this form directory information will not be released under any circumstances until I rescind my request in writing.

By signing below I am certifying that I have read and understand the implications of opting out of directory information.

<i>Student Signature</i>	<i>Date</i>
--------------------------	-------------

RESCISSION OF OPT-OUT REQUEST

I, the above named student, hereby rescind my request to opt-out from the release of directory information.

<i>Student Signature</i>	<i>Date</i>
--------------------------	-------------

FOR OFFICIAL USE ONLY

Form Received By: _____	Date: _____
Record Updated By: _____	Date: _____
Offices Notified By: _____	Date: _____