

## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974, as amended, permits Barry University (“University”) to designate certain information about you as directory information and to release such information at the discretion of the University without your consent. Under the provisions of the Family Educational Rights and Privacy Act, you have the right to notify the University that you do not want your directory information disclosed to non-institutional persons or organizations. The information that the University designates as directory information is listed in at <https://www.barry.edu/en/class-schedules/public-notice>.

Please consider very carefully the consequences of notifying the University that you do not want your directory information disclosed. For example, the University is unable to verify attendance and degree(s) for students who have withheld their directory information. Should you inform the University that you do not wish to have your directory information disclosed, the University will be unable to share this information with non-institutional persons or organizations. If a request for your directory information is made after you have indicated your desire to not have directory information disclosed, the University will not attempt to contact you for your individualized permission to release such information. The University will merely notify the requestor that it is unable to disclose the directory information. The University assumes and accepts no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that my directory information not be disclosed by the University to any non-institutional persons or organizations.

I understand that this Request to Prevent Disclosure of Directory Information will be honored only if submitted when registering at the University but no later than the first day of class of the semester or term for which I am enrolling. **I further understand that once a non-disclosure hold is placed on my directory information, it will remain in effect until I inform the University Registrar in writing to remove it.**

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

Student Name \_\_\_\_\_

(Please print)

Student ID Number \_\_\_\_\_ Date \_\_\_\_\_