



# Request to Prevent Disclosure of Directory Information

Registrar's Office: ph. 303-357-5845, 6399 S. Santa Fe Dr. Littleton, CO. 80120, [registrar@denverseminary.edu](mailto:registrar@denverseminary.edu), fax: 303-783-3122

## Student Information

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

**I understand that the items listed below are designated as directory information and may be released to a third party at the discretion of Denver Seminary:**

Name, address, telephone number, email address, video and photo images of students, dates of attendance, classification, degree sought, major, full- or part-time status, awards, honors, and degrees conferred (including dates).

Under the provisions of the Family Educational Rights and Privacy Acts of 1974, as amended, I have the right to withhold directory information as listed above. I have considered carefully the consequences of withholding this information (including an inability to verify that I have received a degree from the seminary for a potential employer) and have decided that I do not want any directory information released.

I understand Denver Seminary will honor this request and future requests for such information from noninstitutional persons or organizations will be refused. I also understand that this will be effective until further notice in writing by me and delivered to the Registrar's Office.

**NOTE: Be assured that Denver Seminary will exercise the utmost discretion in the release of directory information should you decide not to withhold your directory information from being released. It will only be released when it is in your best interest for us to do so.**

## Authorization of Request

*By signing below, I hereby confirm the above requests are my own:*

**Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Office</b>	Date Received: _____	Date FERPA Hold Applied: _____
<b>Use Only</b>	Depts Contacted: _____	Disclosure Request Form Added to Student File: _____
	Processed by: _____	