

Office of the Registrar
Wheaton College
Norton, Massachusetts
508 286-8247

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Wheaton College does not normally disclose *directory information*. However, at its discretion, it may provide directory information in accordance with the *Family Educational Rights and Privacy Act of 1974* (FERPA), as amended. At Wheaton College, directory information is limited to:

student's name, local and permanent address, telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; photographic and digital images; dates of attendance at Wheaton; degrees conferred, awards received, and their dates; and other educational institutions attended.

Under the provisions of FERPA, students have the right to withhold the disclosure of directory information. Student requests for non-disclosure may be made in the Office of the Registrar within the first 15 days of any semester.

Wheaton College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release them. Your request for non-disclosure will remain in effect until rescinded in writing. Please consider very carefully the consequences of any decision by you to withhold directory information.

Please Note: Non-disclosure of directory information does not prevent Wheaton College from disclosing personally identifiable information from a student's record to authorized representative of federal, state and local agencies when that disclosure is in connection with financial aid for which the student has applied or which the student has received.

I have carefully read the above and request that all "Directory Information" not be disclosed to non-institutional persons or organizations by Wheaton College without my prior written permission:

LAST NAME	FIRST NAME	CLASS YEAR
STUDENT IDENTIFICATION NUMBER	CAMPUS/CELL PHONE NUMBER	
STUDENT SIGNATURE	DATE	

Please return completed form to the Office of the Registrar where it will remain on file.