### Request for Non-Disclosure of Directory Information

<table>
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<tr>
<th>Student Name (Last, First, MI)</th>
<th>Student ID:</th>
<th>Date of Birth (MM/DD/YY)</th>
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College of Southern Idaho does not normally disclose *directory information*. However, at its discretion, it may provide directory information in accordance with the *Family Education Rights and Privacy Act of 1974* (FERPA), as amended. Designated directory information at the College of Southern Idaho includes the following:

- Student Name
- Address
- Electronic Mail Address
- Telephone Number
- Photo
- Most Recent Educational Institution Attended
- Dates of Attendance
- Major
- Freshman/Sophomore Standing
- Candidacy for Degree/Certificates
- Anticipated Graduation Date
- Degrees and Awards received
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams.

Under the provision so 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 any time during the semester.

College of Southern Idaho will honor your request to withhold any 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 Your request for non-disclosure will remain in effect until rescinded in writing.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. By completing this form, the institution will refuse any future requests for directory information from non-institutional persons and organizations. Some of the effects of your decision to request confidential status will be exclusion from President/Deans lists and exclusion from the annual Commencement Program.

**Please Note:** Non-disclosure of directory information does not prevent College of Southern Idaho from disclosing personally identifiable information from a student’s record to authorized representatives of federal, state, and local agencies with that disclosure is in connection with financial aid for with the student has applied or with the student has received, or any of the other exceptions to signed consent found in §99.31 of the FERPA regulations.

I understand that by signing this release, I am requesting the nondisclosure of directory information under the Family Education Rights and Privacy Act (FERPA). I certify that my request is entirely voluntary. I understand that if I wish to make any changes to my request I will need to submit a request in writing to the College of Southern Idaho Office of the Registrar.

___________________________  ______________________________
Student Signature       Date

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___________________________  ______________________________
Student Signature       Date

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For Office Use Only

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Last Updated July 2019 M. McFarlane