



REQUEST NON-DISCLOSURE OF DIRECTORY INFORMATION

The items listed below are designated as "Directory Information" and may be released upon request for any purpose at the discretion of the Metropolitan State College of Denver (Metro State). Under the provisions of the Family Educational Rights and Privacy Act (FERPA), you have the right to withhold the disclosure of this information.

- Name, address and telephone number
- Student classification
- Major and minor fields of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance at the college
- Degrees and awards received
- Last educational institution attended

If you wish that this directory information not be made available to the public, this form must be signed and returned in person to the Office of the Registrar located in Central Classroom 105. Any future requests for such information from non-institutional persons or organizations will be refused.

Metro State will honor your request to withhold your directory information, but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Metro State assumes no liability for honoring your instructions that such information be withheld.

With this form on record, information will only be released to you in person when proper identification is presented. If you are claimed as a dependent on your parents' income taxes, however, they may have access to your records upon request. This nondisclosure status will remain in effect until you request in writing that it be removed.

Date _____ Student ID _____

Print Name _____

Signature _____

Office use only:

Initials of staff member who reviewed identification: _____ Date: _____

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