



National-Louis University

Request to Prevent Disclosure of Directory Information

Name: _____

NLU ID: _____

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, specific types of student information are categorized as "Directory Information." Such information will be available to the public by request, unless a signed and completed *Request to Prevent Disclosure of Directory Information* is on file with the Office of the Registrar. Directory Information Includes:

- Student's name
- Local address, telephone numbers, and NLU email address (of currently enrolled students only)
- Dates of enrollment and enrollment status
- Area of academic concentration
- Diploma or degree awarded
- Honors or awards received
- Announcement of public performances and ceremonies officially recognized by the University

Please consider very carefully the consequences of deciding to withhold Directory Information. A *Request to Prevent Disclosure of Directory Information* will prevent the release of any information to all inquiries from non-University entities without prior written consent by the student. Identification of the individual as a past or current student at the University will not be acknowledged in any way, including degree verifications.

*Having read the above and understanding the terms, I hereby request that information categorized by National-Louis University as Directory Information **not** be released without my written consent. I understand that this request will remain in effect until I retract in writing.*

Signature

Date

Retraction of Request to Prevent Disclosure

(Complete this section only if retracting the above request.)

I hereby retract my Request to Prevent Disclosure of Directory Information currently on file with the Office of the Registrar. I understand that information categorized by National-Louis University as Directory Information may be released to the public upon request without my written authorization or knowledge.

Signature

Date

Mail this form to:

Office of the Registrar
National-Louis University
1000 Capitol Dr.
Wheeling, IL 60090