

**Request for  
Exclusion from Directory Information**

TO: Registrar's Office

FROM: \_\_\_\_\_  
(print: student's name)

**Please return original, signed form no later than the end of the published registration deadline for the semester the exclusion should become effective.**

I am requesting the College withhold the release of directory information from public question and/or view. Directory information, as defined by North Central Missouri College, includes:

- Student Name
- Address
- Photograph
- Email address
- Date and place of birth
- Major field of study
- Full- or part-time enrollment status
- Participation in officially recognized activities
- Dates of attendance
- Degrees
- Awards received
- Most recent previous educational institution attended
- Sports- Weight and height of an athletic team member

By making this request, I understand that my information will not be released to any third party except as authorized under the FERPA Act of 1974. This includes parents, relatives, friends, prospective employers, student organizations, and the media. My information will be excluded from the printed commencement program, media releases regarding honors and awards, and requested student lists for consideration of scholarships, memberships, etc. ONLY in EMERGENCY situations will authorized College personnel release information concerning my whereabouts to anyone other than those persons allowed under the FERPA Act of 1974.

In addition, I understand that this request for nondisclosure will be honored indefinitely as long as I am continuously enrolled and does not affect directory information already published or released. If I would like to reverse this action and have the Directory Exclusion taken off my records, I will contact the Registrar's Office in writing.

Student Signature \_\_\_\_\_

Student ID# \_\_\_\_\_

Date \_\_\_\_\_