



**NORTHWESTERN STATE**  
**UNIVERSITY OF LOUISIANA**  
Natchitoches, LA 71497

**University Registrar's Office**  
Telephone (318) 357-6171  
or 1-800-807-8849  
Fax (318) 357-5823

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## Request to Prevent Disclosure of Directory Information

“At its discretion Northwestern State University may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Northwestern State University includes the following: student’s name; mailing address; permanent address; electronic mail address; telephone number; major field of study; participation in officially recognized activities and sports; weight and height of members of the athletic teams; attendance; degrees and awards received, including naming to honor rolls; photographs; and most recent educational agency or institution attended.

Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of Directory Hold prior to filing such a request. Although the initial request may be filed at any time, requests for non-disclosure will be honored by the University until removed by the student.”

Please consider very carefully the consequences of any decision by you to withhold any category of “Directory Information”. Such designation will call for Northwestern State University not to release any or all of this “Directory Information”; any future requests for such information from non-institutional persons or organizations will be refused.

Northwestern State University will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, Northwestern State University assumes no liability as a result of honoring your instructions that such information be withheld.

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for the institution to disclose the following Directory Information:

- Student’s name
- Mailing address
- E-mail address
- Telephone number
- Photograph
- Dates of attendance
- Enrollment status
- Degrees, honors, and awards received, including naming to honor rolls
- Major field of study (e.g. undergraduate or graduate; full-time or part-time)
- Most recent educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of the athletic teams

Student’s Name \_\_\_\_\_

Semester/year \_\_\_\_\_

Student’s Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note:** I have read the above paragraph and understand the consequences of my action. Requests for non-disclosure will be honored by the University until removed by the student.