



Office of the Registrar • Smyth 1
 4245 East Ave • Rochester, NY 14618
 Phone (585) 389-2800 • Fax (55) 389-2612
 Email registrar@naz.edu

Request to Opt Out of Directory Information

Completed form must be returned to the Registrar's Office (picture ID required)

_____ Last Name, First Name	_____ Student ID #
_____ Address	_____ City/State/Zip
_____ Email	_____ Phone

Nazareth College upholds the protection of student education records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Other than directory information and specific exceptions outlined by FERPA, Nazareth will disclose student education records only with the written consent of the student.

While FERPA allows for the release of a wider range of directory information, Nazareth College's Office of the Registrar has adopted an internal policy to release only: name, dates of attendance, previous school attended, class, major field(s) of study, graduation honors, degrees conferred (including dates), and date and place of birth.

Schedules and grades can also be released to parents and guardians of dependent students, as defined by the Office of Financial Aid. In addition, Nazareth College releases resident student telephone numbers in a "student directory." In both instances, students are given the opportunity to request that this information not be released. By completing this form, you will be requesting that information not be released to non-Nazareth personnel or listed in the campus directory. Some of the effects of your decision to request confidential status will be that you must make all address changes with a signed authorization or in person with a form of ID; friends or relatives trying to reach you will be unable to do so through the college; information that you are here as a student will be suppressed, so that if a loan company, prospective employer, family member, etc., inquire about you, they will be informed that Nazareth has no record of your attendance here.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed. By signing below, you are formally requesting to "opt out" of directory information.

_____ Student Signature	_____ Date
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To protect student privacy rights, the student submitting this form must produce picture identification and sign this form in the Registrar's Office (Smyth 1) OR have his/her signature notarized.

Original of this form must be returned to the Registrar's Office.

Last updated 3/6/15

For Office Use Only: PERC Code Added: _____ Processed By: _____
