

## Request To Restrict Disclosure of Directory Information

At its discretion, Goucher College may disclose 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 Goucher College includes the information listed below. Students may withhold Directory Information by completing this form and delivering it to the Registrar's Office in Student Administrative Services by the end of the first full week of classes at Goucher.

**Please consider very carefully the consequences of any decision by you to withhold Directory Information.** Some of the effects of your decision to request confidential status for this information will be that friends, relatives or even other students trying to reach you will not be able to do so through the College, and information that you are a student here will be suppressed, so that if a loan company, prospective employer, or another educational institution inquires about you, they will be informed that we have no record of your attending the College.

The following information is included as Directory Information at Goucher:

name,	anticipated graduation date,
local address, telephone number, e-mail address	dates of attendance, including full- and part-time status,
permanent home address	date of graduation, including the listing of such information in the commencement program,
permanent telephone number,	major and minor fields of study,
date and place of birth,	honors, degrees and awards received,
photograph,	previously attended educational agencies or institutions,
participation in officially recognized activities, sports	class (freshman etc)
height and weight of members of athletic teams,	

I have carefully read the above and request that Goucher withhold all Directory Information from disclosure to any persons or entities unless I give written consent. I understand that this restriction does not apply to the disclosure of information to officials of the college who need access to my educational records in order to perform their professional responsibilities, or to disclosures that are otherwise authorized by FERPA.

**Goucher College assumes no liability as a result of honoring your instruction that the above information be withheld.**

Student Name \_\_\_\_\_

Semester/Year \_\_\_\_\_

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

Date \_\_\_\_\_

Note: Requests for non-disclosure will be honored by the College for no more than one academic year. Re-authorization to withhold Directory Information must be filed annually in the Registrar's Office in Student Administrative Services.