



## DIRECTORY INFORMATION NON-DISCLOSURE FORM

**Use this form if you do NOT want the College to release your directory information**

The federal Family Educational Rights and Privacy Act of 1974 (FERPA), provides that a student's education records can generally not be released to third parties without a student's written consent. However, FERPA designates a category of basic student information as "directory information" (see definition below) which **may** be disclosed to third parties without a student's consent, unless the student specifically requests non-disclosure.

This form must be filed with the Registrar's Office if you do not wish your directory information to be disclosed without your prior consent. The instructions on this form may be changed at any time by filing a new form with the Registrar's Office. You should initial the appropriate spaces.

Name of Student: \_\_\_\_\_

Student ID number: \_\_\_\_\_

A. \_\_\_\_\_ I DO NOT WANT DIRECTORY INFORMATION DISCLOSED WITHOUT MY PRIOR CONSENT.

B. \_\_\_\_\_ I want my prior instructions not to release directory information withdrawn. I now authorize the college to release my directory information.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Directory information at CUNY consists of a student's: (a) Name; (b) Address\*; (c) email address\*; (d) Telephone number\*; (e) Attendance dates (semesters and sessions, not daily records); (f) Photograph; (g) 8-digit student ID number (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity); (h) Enrollment status (full or part-time, undergraduate or graduate, etc.); (i) Level of education (credits completed); (j) Degree enrolled for and major field of study; (k) Participation in officially recognized activities and sports (teams); (l) For members of athletic teams only, height and weight; (m) Degrees, honors and awards received.

\*These categories may be released only to employees of CUNY and its constituent colleges for the purpose of conducting legitimate University business and may not be shared with individuals and organizations outside of CUNY.

Please consider very carefully the consequences of any decision you make to withhold directory information, as it means that your information will not appear in things like student directories, commencement programs, and honors announcements.

This form must be uploaded to the Registrar's office portal at <https://www.citytech.cuny.edu/registrar-forms/Forms/Index> from a City Tech email address. You may be asked for additional proof of identity. This non-disclosure request will remain effective until revoked.

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|------------------------------|-------------|
| <b>For use by Registrar:</b> | Date Stamp: |
| Identification Type: _____   |             |
| Processed By: _____          |             |
| Date Processed: _____        |             |