



REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

North Carolina Central University

OFFICE OF THE REGISTRAR

Name of Student (Last, First, Middle Initial) _____	Permanent Street Address _____	City	State	Zip _____
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The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights concerning the privacy of, and access to, their education records. A student’s education record cannot be disclosed to a third party, including the student’s parent or guardian, without the student’s written consent, or unless an exception applies.

FERPA permits the release of “Directory Information” without student consent. North Carolina Central University has designated the following categories of personally identifiable information about students as Directory Information that may be disclosed without consent: *Name, local address and phone number, permanent address, date and place of birth, photograph or likeness, college, curriculum, enrollment status, classification, date of attendance at NCCU, awards and academic honors, degrees and dates awarded, most recent previous educational institutions attended, participation in officially recognized activities and sports, and height and weight of athletes.*

FERPA allows students the right to withhold the disclosure of Directory Information. Students should carefully consider the consequences of the decision to withhold Directory Information, as any future requests for such information will be refused (including any requests for information after a student has graduated and left the university). For example, if a student has a directory hold on his or her account, NCCU will not be able to verify the student’s degree to potential employers without the student’s express consent. NCCU will honor the student’s request to prevent the disclosure of Directory Information but cannot assume responsibility to contact the student for subsequent permission to release it. Regardless of the effect upon the student, NCCU assumes no liability for honoring a student’s instructions that such information be withheld.

For more information regarding FERPA, please see NCCU’s Family Educational Rights and Privacy Act Regulation located here: <http://www.nccu.edu/policies/retrieve.cfm?id=381>.

Directory Information Withhold/Release Form

Withhold Directory Information

I want my **Directory Information** to be *withheld* from the date this form is received in the Registrar’s Office. I wish to prevent the disclosure of my **Directory Information**, and I understand the ramifications of doing so. The Registrar’s Office will honor my request to withhold **Directory Information** until I submit a release form to cancel this request.

Name _____

Banner ID# _____ Date _____

Signature _____

Release Directory Information

I no longer wish to prevent the disclosure of my **Directory Information**. I want my **Directory Information** to be released in accordance with FERPA and NCCU Regulations. I release NCCU from any responsibility to withhold my **Directory Information** from the date this form is received in the Registrar’s Office.

Name _____

Banner ID# _____ Date _____

Signature _____

Instructions for completing this form:

1. The form must be fully completed and signed by the student. Return this form and a picture ID to the Office of the Registrar.
2. Forms can be provided in person to this address: North Carolina Central University, Office of the University Registrar, 1801 Fayetteville Street, Room 102, Hoey Administration Building, Durham, NC 27707.
3. Submission of this form from the student’s email account shall serve as an electronic signature. Completed forms should be submitted to the Office of the Registrar via email at studentrecords@nccu.edu.

Date Received in Registrar’s Office: _____

Staff Member Receiving Form: _____

Revised August 25, 2017