



REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

As a student you have certain rights provided by the federal Family Educational Rights and Privacy Act (FERPA). According to FERPA, educational entities have the right to disclose certain "directory information." This "directory information" includes student's name, local and permanent address, telephone number, WTAMU e-mail address, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, height and weight if a member of an athletic team, date of attendance, degrees, awards and honors received, enrollment status (full-time, part-time, undergraduate, graduate), and the most recent educational institution attended.

YOU as a student have the right to request this information not be released. Should you decide to withhold Directory Information, any future request for such information from non-institutional persons or organizations will be refused. You may authorize release of information on a case-by-case basis by providing written permission and you may cancel the withholding of your directory information in the future if you so desire.

Please indicate your preference to West Texas A&M University regarding releasing your directory information by checking one of the following:

WITHHOLD DIRECTORY INFORMATION

I want Directory Information to be withheld. I wish to prevent the disclosure of my Directory Information and understand the ramifications of doing so.

NAME (print) _____

WTAMU ID# _____

Signature _____

Date _____

RELEASE DIRECTORY INFORMATION

I want Directory Information to be released. I no longer wish to prevent the disclosure of my Directory Information and release West Texas A&M University from any responsibility to withhold Directory Information from the date this form is received in the Office of the Registrar.

NAME (print) _____

WTAMU ID# _____

Signature _____

Date _____

This form should be signed in the presence of Office of the Registrar staff in Old Main 103 OR requires signature in the presence of a Notary Public.

State of Texas
County of _____

This instrument was acknowledged before me on _____ by _____

(Personalized Seal)

Notary Public's Signature