

# Houghton College

Houghton, NY 14744

## Request to Prevent Disclosure of Directory Information

The items listed below are designated as "directory information" and may be released for any purpose at the discretion of Houghton College.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended in 1988 and 1996, you have the right to withhold the disclosure of any or all of the categories of Directory Information listed below.

Please consider very carefully the consequences of any decision by you to withhold any category of Directory Information. It is most often in your interest to allow Directory Information to be released. The category I Directory Information such as found in the *INFO* is a valuable resource for everyone on Campus, and the category II Directory Information is helpful to prospective employers, etc. Should you decide to inform Houghton College not to release any or all of the Directory Information, any requests for such information from non-institutional persons or organizations (prospective employers, etc.) will be refused.

Houghton College will honor your request to withhold the Directory Information listed below, but cannot assume responsibility to contact you for permission to release the information. Regardless of the effect upon you, Houghton College assumes no liability for honoring your instructions that such information be withheld.

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for Houghton College to disclose the following public or Directory Information.

		Disclose Information
		No
Category I	Name, home address, college address, home telephone number, class, college phone number and birthday	<input type="checkbox"/>
Category II	Awards, honors (including Dean's list), major, minor(s), sports information, and degree conferred (including dates)	<input type="checkbox"/>

Houghton College SID # \_\_\_\_\_

Date \_\_\_\_\_

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

Note: If this form is not received in the Academic Records Office before the end of the second week of classes in any semester, it will be assumed that the above information may be disclosed for the remainder of the current academic year. A new form for non-disclosure **must** be completed **each** academic year. [The *INFO* is only printed in the fall, so a request for non-disclosure during the first two weeks of Spring semester has no effect upon *Infos*.]