



Request to Prevent Disclosure of Directory Information

Student Name: _____

Student ID#: _____

Under provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, you have the right to withhold the disclosure of any "Directory Information."

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of ASUN. Restricting the release of public information directly affects publications (i.e. Commencement program), programs (i.e. Commencement ceremony), and news releases concerning student activities, honors, and awards.

- Name
- Local and permanent physical addresses
- Electronic mail addresses
- Telephone listings
- Photographs and electronic images
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student

Information on education records is released only upon written student request except to the following persons:

1. ASU-Newport staff with legitimate need for access to information.
2. Federal, state, and local officials as specified by law.
3. Research and accreditation representatives.

Student Signature: _____ **Date:** _____

ASUN reserves the right, as required by law, to disclose educational records without consent to certain parties. Please see the ASUN Catalog for a listing of these parties.

Note: The Request to Prevent Disclosure must be submitted prior to the census date for a full academic term. (For census dates, please refer to the ASUN Catalog.) The Request to Prevent Disclosure is effective only when received prior to the census date for that term and remains in effect until the student chooses to revoke it or upon graduation. If the student misses the census date deadline, the form will go into effect the following academic term. Exceptions to the process will be reviewed by the Office of the Registrar on an individual basis.

Submit the completed request to prevent disclosure form to registrar@asun.edu.

Questions? Contact the Office of the Registrar at registrar@asun.edu or call 870-512-7864.