

**REQUEST TO PREVENT/RESTORE DISCLOSURE OF
DIRECTORY INFORMATION (FERPA)**

**WESTFIELD STATE UNIVERSITY
OFFICE OF THE REGISTRAR**

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, and the University's Student Records and Privacy Regulations, you have the right to withhold the disclosure of all "Directory Information," as defined by Westfield State College:

- name
- campus address
- campus telephone listing
- home address
- home telephone listing
- date and place of birth
- school or college
- major field of study
- participation in officially recognized activities and sports
- weight and height of member of athletic teams
- dates of attendance
- degrees and awards received
- campus e-mail
- enrollment status (full time or part time)
- the most recent previous educational agency or institution attended by the student

Please consider very carefully the consequences of any decision to withhold "Directory Information." Should you decide to prevent this information from being released; any future requests from non-institutional persons or organizations will be refused. This includes potential employers who want verification of your degree(s) and/or dates of attendance as well as press releases concerning University awards or activities. The University will not be able to tell anyone anything about your status.

The institution will honor your request to withhold the information but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld. WSC retains the right to report your enrollment status for federal, state or other official reporting requirements under the law that are allowable exceptions outlined in the Federal and University policies.

Below, please check the appropriate option, sign, and return this form to the Office of the Registrar, Parenzo Hall room 107. If you are requesting that we do not release information, it strongly recommended that you file another form to remove this restriction when you graduate, so that we can confirm your degree for outside inquiries.

Check one: I wish WSC to prevent disclosure of Directory Information
 restore disclosure of Directory Information

STUDENT ID: A _____

Printed Name: _____

Student Signature: _____ **Date:** _____

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**OFFICIAL USE ONLY**

**Updated Student SPAPERS Record:** \_\_\_\_\_  
Name and Date