

Student Request to Restrict Release of Directory Information

LAST NAME (STUDENT)

FIRST NAME

MI

STUDENT IDENTIFICATION NUMBER

SEMESTER

YEAR

Applicable federal and state laws provide that certain information about a student may be released to the general public as university directory information. Under federal law, the federal Family Educational Rights and Privacy Act (FERPA) provides that The University may release, without student consent, the information listed below unless the student requests in writing to the Registrar's Office within the first three weeks of the term that the student's directory information be held as confidential. Montana law (MCA 20-25-515) requires a student's written consent for an institution to release any student information to the general public, including the information listed below. The University considers a student to have consented to release of directory information if the student has not requested confidentiality by completing and submitting this form.

- | | |
|-----------------------------------------------|-----------------------------------------------|
| ➤ Student name | ➤ School or College |
| ➤ Addresses (including campus e-mail address) | ➤ Major(s) |
| ➤ Telephone number | ➤ Class |
| ➤ Major field of study | ➤ Academic awards or honors |
| ➤ Dates of attendance | ➤ Student Photograph |
| ➤ Full-Time/Part-Time Status | ➤ Electronic Personal Identifier (e.g. NETID) |
| ➤ Date of graduation and degree(s) received | |

No other student information is released to non-university personnel except as otherwise required or permitted by law without your written permission. By completing this form, you will be requesting that information **not** be released to non-university personnel or listed in the campus directory.

Some of the effects of your decision to request confidential status include: you must make all address changes with a signed authorization or in person with a form of ID; friends or relatives trying to reach you will not be able to do so through the University; information that you are a student here will be suppressed, so that if a loan company, prospective employer, family member, etc., inquire about you, they will be informed that we have no record of your attendance here.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization to the Registrar's Office requesting that it be removed.

DATE

STUDENT SIGNATURE