

Northern Illinois University  
Office of Registration and Records  
**Request to Prevent Disclosure of Directory Information**

In compliance with the Family Educational Rights and Privacy Act of 1974, a student may request that no directory information be released outside of Northern Illinois University without specific written authorization. Directory information is defined as: Student's name, address, phone; e-mail address and photographic or electronic picture or image; date and place of birth; classification; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance and full- or part-time status; degrees and awards received; most recent previous educational agency or institution attended by the student.

If you request that no directory information be released, any business you wish to conduct at NIU must be done in person with proper identification. Information will not be provided to you over the phone or via e-mail. If you are unable to come in person, you may submit a signed and dated written request containing your SSN and date of birth, listing the specific information you're requesting. We will reply to you in writing. Please be aware of the following circumstances pertaining to a request to prevent disclosure of directory information:

1. A third-party, such as a prospective employer, will need to submit with each request for information your written authorization before NIU can release or verify any information about you.
2. To avoid University non-compliance with or delay in response to requests that require immediate information, you should provide written authorization to any agency, company, employer, etc. with which you have contact.
3. University publications, such as the Commencement Bulletin and Student Directory will not list your name or other information about you.
4. NIU assumes no liability as a result of honoring your request that directory information be withheld.
5. All requests for "No Release of Directory Information" will be processed within 1-2 weeks following the published deadline for submission of requests as follows:
  - a. each request will remain in effect on a continuing basis until Registration and Records is informed, in writing, to the contrary by the student or former student.
  - b. This request will **NOT** prevent the Office of Registration and Records from releasing information to the student's parents if they provide evidence that the student is their dependent.

I have read and understand the above circumstances and hereby request that no directory information be released by Northern Illinois University.

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Student's Signature

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Date of Request

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Print Full Name (Last, First, Middle)

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Student ID Number