



NIGHTINGALE COLLEGE

CONFIDENCE • COMPETENCE • COMPASSION

REQUEST TO WITHHOLD DIRECTORY INFORMATION

Nightingale College
College Registrar Services

In accordance with my rights as an eligible student under the federal Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g, also known as FERPA or the Buckley Amendment, I hereby request that **Nightingale College not release directory information about me from my education record(s) without my specific written consent**, as indicated below.

Nightingale College offers two options for withholding your Directory Information (Check One):

Option 1: Withhold Only My Addresses & Telephone Number (including Nightingale email address)

Option 2: Withhold All of My Directory Information

I understand that directory information includes the following:

- My Full Name
- My Addresses
- Email Addresses
- My Local Telephone Number
- My Date of Birth
- All my Degrees and Awards Received
- My Academic Level
- My Major
- My College
- My Dates of Attendance
- The Most Recent Previous Educational Agency or Institution I Attended

Learners may withhold directory information by notifying the Registrar in writing within two (2) weeks after the first day of enrollment. Requests for nondisclosure of directory information will be honored by the College for one year; therefore, requests must be filed with the Registrar upon annual matriculation.

This request about my directory information shall become effective immediately and shall remain in effect until revoked by me, in writing, prior to annual matriculation. I understand that even if I restrict access to my information, other learners in classes for which I am registered may be given my name and contact information (generally e-mail address and/or telephone number) if, in the discretion of the instructor, this is appropriate to promote class discussion and/or interaction.

Learner Name (Please Print)

Learner ID #

Telephone Number

Learner Signature

Date

If you have any questions about the use of this form, FERPA, or Directory Holds please call the Registrar's Office for assistance.

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