

# NONDISCLOSURE OF DIRECTORY INFORMATION REQUEST FORM

**PLEASE NOTE:**

**\*\*\*THIS FORM CAN BE ACCEPTED AND SUBMITTED ONLY BY EMAIL AND WITH A NOTORAY PUBLIC SEAL\*\*\***

**PART I: DIRECTORY INFORMATION –**

FERPA directory information is information contained in your education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under current CU Denver policy, the following information is designated as directory information:

- |   |          |                     |
|---|----------|---------------------|
| • name  | • class  | • degrees conferred |
| • address, telephone number, and e-mail address | • Major  | • photos            |
| • dates of attendance                           | • awards |                     |
| • registration status                           | • honors |                     |

Although these items are designated by CU Denver as directory information, only a limited amount of this information is routinely disclosed by CU Denver officials, and the University retains the discretion to refuse disclosure if it believes it to be an infringement of your privacy rights.

**PART II: THIS SERVICE IS TEMPORALLY LIMITED TO EMAIL INQUIRES**

Students may ask the University to not publicly disclose directory information. If you file a request to prevent the disclosure of your directory information, any future inquiries from persons or organizations, other than those employed by the University of Colorado, will be denied access to that information. <sup>(1)</sup> In addition, with a Nondisclosure of Directory Information Request Form on file, if you wish to request your information or have it released, you will need to file a request thru email with a notary seal. For example, if you are seeking employment, the Office of the Registrar cannot release your enrollment, degree status or major to anyone unless you cancel this request by selecting option number 2 and with a notary seal.

**PART III: Please select your request from the two options below:**

- 1. Nondisclosure Request**      I request that the University of Colorado not disclose my “directory information” to any person, organization, or agency outside the University with the exception of my educational lenders.

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Student Name (printed)	Student Identification Number
Student Signature	Date

-----Or-----

- 2. Cancellation of Nondisclosure Request**      I request that the University of Colorado CANCEL my previous Nondisclosure Request to allow the release of my “directory information” at the discretion of the University.

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Student Name (printed)	Student Identification Number
Student Signature	Date

**Important Notes: (1)** Organizations or agencies outside the University that provide financial assistance to the student for educational purposes or for the purposes of enrollment verification and loan deferment, are exempt from a student’s request for nondisclosure.