Request to Restrict Directory Information

In compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), the New England School of Communications, protects the privacy of student education records. This law does allow the New England School of Communications to release directory information without prior consent at the school’s discretion. However, you may restrict the use of directory information by signing this form.

Directory information includes:

- Student’s name
- Birthdate
- Permanent and local address
- Telephone listing (including cell phone)
- Campus E-mail Address
- Grade level
- Class standing
- Degree received
- Major and field of study
- Dates of attendance
- Honors
- Awards
- Photograph
- Enrollment Status (Students’ enrollment is automatically reported each semester to National Student Clearinghouse)

If you choose to restrict the release of all above directory information you must sign and submit this form to the Registrar’s Office. The only exception to this restriction is the assumption that you will want your name to appear in the Commencement program at the appropriate time.

(Please initial the action you wish to have taken.)

___ I would like to restrict all directory information, including e-mail address. I understand that this restriction must be updated each academic year.

___ I have previously restricted my records, and would like to remove the restriction. This removal of restriction will remain in effect unless I sign and submit a new form restricting the release of directory information.

Student Name: ____________________________________________________________

Student Signature: ________________________________________________________ Date: __________