

Kendall College of Art and Design of
Ferris State University

Request for Non-Disclosure of Directory Information

“Student directory [public] information” includes name, address, telephone number, date and place of birth, class, major field of study, dates of attendance, degrees and honors/awards received, previous institutions attended, participation in officially recognized sports and activities, and, if the student is an athlete, height and weight. The University may release all or any of these student directory information items for any purpose at its discretion.

Under the provision of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to withhold the disclosure of all their directory information. If a student wishes to exercise this right, he or she must complete this form and submit it to Student Services per the instructions below. Any student who does not complete and submit this form in this manner gives the College approval for disclosure of their directory information.

All students should carefully consider the consequences of the decision to withhold the release of directory information items. Once this request is processed, the College will not acknowledge to any third party, the existence of said student as an enrolled individual on any of its campuses. Nor will the College notify said student that it received a request for information from any third party. If said student decides to lift the request for non-disclosure, he or she must notify the Student Services Office in writing of this intent.

Name (please print): _____

Student Number: _____ College: _____

Daytime Phone: _____

Signature of Student: _____ Date: _____

Record's Office: _____ Date: _____

This request for non-disclosure must be filed by the end of the first week of the Fall semester to assure information will not be published in the student directory. **Please return the completed form to:** Student Services, Kendall College of Art and Design of Ferris State University, 17 Fountain St NW, Grand Rapids MI 49503.