



Dear Current Kendall Student:

**IMPORTANT MESSAGE**

**Directory Information** is public information and 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.

We have on record your signed request for “**Non-Disclosure of Directory Information**”. This is a permanent part of your academic record and identifies your records as “**confidential**”. This means that no one from Kendall College of Art and Design or Ferris State University can release any information about you. This requirement is part of FERPA (the Family Educational Rights and Privacy Act).

There has been some confusion among our students and parents with this form. In addition to the above information, this form is so binding, we cannot even talk to you (the student) on the telephone. The only way we can converse with you is by your coming into our office personally.

If you would like to have your “confidential” form rescinded, sign (below) and return this form to Kendall’s Student Services Office. We will remove the “confidential” from your records upon receipt of this form.

Sincerely,

Sally Sauer  
Registrar  
KCAD of FSU  
17 Fountain St  
Grand Rapids MI 49503

**PLEASE CANCEL MY “REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION” FORM WHICH I PREVIOUSLY SUBMITTED.**

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ID Number