
Family Educational Rights and Privacy Act (FERPA) — Directory Information Withholding Request Form

OVERVIEW

Under FERPA, Concord Law School (CLS) may release “directory information” to third parties without student consent. The University designates the following categories of student information as directory information:

- Name
- Address
- Telephone number
- Email address
- Photographic representations of students
- Field of study
- Grade level
- Enrollment status
- Dates of attendance at the University
- Degrees, honors, and awards received
- Participation in officially recognized campus activities

Currently enrolled students may choose to withhold disclosure of directory information by submitting this form. Students should consider very carefully the decision to withhold directory information. Concord Law School will honor requests to withhold directory information upon approval and processing of Directory Information Withholding Request Forms and as such cannot assume responsibility to contact students for subsequent permission to release information to prospective employers, relatives, and other persons.

INSTRUCTIONS

To request that your directory information be withheld from third parties or to rescind a prior request to withhold directory information, complete this form. Be advised that processing this form may take up to 6–8 business days from the date of receipt. Incomplete forms will not be processed.

To complete this form, input all required information and electronically initial and sign where required. When the form is complete, click Finish to submit it to the University. Please fill out the form completely and accurately to avoid potential delays in processing.

If you are unable to electronically initial and sign the form, or have any questions, please contact your Student Support Specialist toll free at 866-522-7747 for assistance.

STUDENT INFORMATION

STUDENT NAME: _____ **CLS STUDENT ID OR LAST 4 DIGITS OF SSN:** _____

EMAIL ADDRESS: _____ **STUDENT SUPPORT SPECIALIST (OPTIONAL):** _____

Check **ONE** of the statements below.

I request that the Institution withhold my directory information from any third parties. I agree that Concord Law School will assume no liability as a result of honoring my instructions to withhold directory information from third parties.

I rescind my prior request for the Institution to withhold my directory information and agree that my directory information can be shared with third parties.

Student Signature: _____ **Date:** _____