



REGISTRAR'S OFFICE
900 State Street
Waller Hall, First Floor
Salem, OR 97301
Phone: 503-370-6206

<http://willamette.edu/offices/registrar/>

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

STUDENTS: Use this form if you do not want Willamette University to release directory information about you.

Willamette University has designated the following information as directory: name, addresses (local, permanent, and email), telephone number (local and permanent), college/school of enrollment, major field of study, current enrollment status (including dates of attendance, full-/part-time enrollment, withdrawn), anticipated degree date, previous institutions attended, degrees conferred by Willamette University (including date), photographs, honors and awards received (e.g. College Honors), participation in officially recognized sports and activities, weight and height of members of athletic teams. Willamette University may release this information for any purpose at its discretion. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of directory information.

If you do not submit this form to the Registrar's Office, directory information as listed above may be released to anyone requesting it either in person, by mail, by telephone, and in some cases, online.

As long as a hold is in place, directory information will not be made publicly available. Please consider the consequences of withholding directory information. For example, Willamette is unable to verify attendance and degree(s) for students who have withheld their directory information.

If you wish to restrict disclosure of directory information, please check the box below.

Withhold all directory information

Print Full Name: _____

Signature: _____

Student Identification Number: _____

Date: _____

If this form is hand-delivered to the Registrar's Office, a photo ID must be presented. If the form is submitted via email, it must be sent from the student's Willamette email address. A non-disclosure request will remain effective until revoked or amended. The complete Education Records Policy is online at <https://willamette.edu/offices/registrar/academic-policies/student-records-privacy/ferpa/index.html>.

If you have any questions, contact the Registrar's Office at (503) 370-6206 or registrar@willamette.edu.

For Registrar's Office Use:

Date Stamp:

Identification Type: _____

Processed By (initials): _____

Date Processed: _____