

MANCHESTER COLLEGE

DISCLOSURE OF STUDENT DIRECTORY INFORMATION

The College Campus Directory includes names, e-mail and home addresses, and phone numbers for all students, staff and faculty. The Directory is available through the Manchester College website and accessibility is password protected. **Manchester College does not release or sell lists of students to individuals or outside organizations.**

In addition, it is the policy of Manchester College to release certain limited items of information about enrolled students to interested parties, including, but not limited to, potential employers of students, the media and scholarship donors. That information may include:

- Name, Hometown
- Major and Minor Fields of Study
- Expected Date of Graduation, Degrees and Awards Received
- Previous Educational Institution (such as High School)
- Participation in Activities and Sports
- Weight and Height of Members of Athletic Teams

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, you have the right to withhold disclosure of information about you.

Please consider very carefully the consequences of any decision by you to withhold this information. For example, directing the College to withhold information would mean the College could not verify attendance or graduation for your potential employers, insurance companies or lending institutions. Also, the College would not include information about you in news releases about your achievements (such as the Dean's List) and activities.

The College will honor your request to withhold this information for one academic year, but cannot assume responsibility to contact you for subsequent permission to release information. You must complete a new form for non-disclosure each academic year. Regardless of the effect upon you, the College assumes no liability for honoring your instructions to withhold information.

To instruct the College to not disclose information about you, sign and date this form and return to the Office of the Registrar by September 4, 2009.

Do not release any "directory information" about me

Student's Name _____ ID Number _____

Student's Signature _____ Date _____

Do not include my address, phone, e-mail address or hometown in the Campus Directory or release that information

Student's Name _____ ID Number _____

Student's Signature _____ Date _____

If this form is not received by the Office of the Registrar by September 4, 2009, it is assumed the above information may be disclosed for the current academic year (2009-2010).