



Directory Information Confidentiality Request

Office of Student Services

250 W. First Street, Suite 330 • Claremont, CA 91711 • Ph. (909) 667-4480/4481 • Fax (909) 399-3443

In accordance with the *Federal Educational Rights and Privacy Act of 1974 (FERPA)*, as amended, a student's educational records are maintained as confidential by Claremont Lincoln University and, except for a limited number of allowed circumstances, will not be released to a third party without the student's prior written consent. The law does allow Claremont Lincoln University to release student Directory Information without obtaining prior consent of the student. Personally identifiable information that has been designated as Directory Information for CLU is: the student's name, university email address, and photograph. If you do not want Claremont Lincoln University to release Directory Information without your prior consent, you may choose to "opt-out" by signing below.

The student has the right to prohibit the designation of any or all of the above categories of personally identifiable information as Directory Information provided that the student notifies the Office of the Registrar in writing by the close of registration each term.

► **Note: By completing and signing this form you are requesting that your Directory Information not be disclosed.**

By signing below, I understand that my personally identifiable information that Claremont Lincoln University has designated as Directory Information *will not* be designated as Directory Information and will not be disclosed except for the special circumstances listed in the law.

Student Name _____ Term _____

Signature _____ Date _____