



Request to Withhold Directory Information

The following items of information regarding a student's record are considered directory information. Directory information is considered as public information and may be released without the student's prior consent.

- | | |
|--------------------------------|--------------------------------------|
| ▪ ___ Name | ▪ ___ Class Standing |
| ▪ ___ Address (permanent) | ▪ ___ Date(s) of Attendance |
| ▪ ___ Address (local) | ▪ ___ Date of Graduation |
| ▪ ___ Phone Number (permanent) | ▪ ___ Degrees/Honors/Awards Received |
| ▪ ___ Phone Number (local) | ▪ ___ Program of Study |
| ▪ ___ Email address | ▪ ___ Previous Educational Agencies |
| ▪ ___ Classification | ▪ ___ Sports Participation |

Filing this form will preclude the University from releasing directory information to anyone (including you) without express written consent. To process this request, you must present this form along with photo identification to the Office of the Registrar or mail this form along with a copy of **photo identification** to the address below.

I have read this form carefully and understand the consequences of my decision to prevent release of directory information. I understand:

- This prohibits the University from acknowledging any information regarding my enrollment to any third party including employers, loan deferments, requests from non-institutional persons/organizations, or me unless a written request with my signature is received. No information will be released to me or any person(s) via telephone or email.
- This does not prevent disclosure to personnel within the University or a lawfully issued subpoena.
- This suppresses my information verbally and in printed form (i.e. commencement program).
- This is applicable until such time as I request that it be removed, and that I must initiate this option by filing a "Request to Release Directory Information" with photo identification.

Student Name: _____ **ID Number:** _____ **Date:** _____

Please Return to:

Texas A&M University-Commerce
Office of the Registrar
P.O. Box 3011
Commerce, TX 75429

Fax: 903-886-5888
Phone: 903-886-5070