



Registrar Office Use Only:	
Form rec'd:	_____
Process'd: Date:	_____ Init.: _____
Copy to SAOfc: Date:	_____ Init.: _____

REQUEST TO WITHHOLD DIRECTORY INFORMATION

- FERPA defines *Directory Information* as “[i]nformation contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed”.
- Westminster’s designated *Directory Information* consists of: student’s name, spouse’s name, address(es), telephone listing(s), Westminster-assigned student email address, photograph, program and year of study, enrollment status (e.g. full-time, part-time), dates of attendance, degree(s) awarded, most recent school attended, citizenship and home town (town that student considers himself/herself to be from originally).
- *Directory Information* that Westminster includes in its *Student Directory and Handbook (SDH)* is limited to: Student’s name, program of study, spouse’s name, Westminster-assigned student email address and home town.
- Students may withhold free disclosure of *Directory Information* (on an “all or nothing” basis) to non-seminary personnel or organizations by submitting this form to the Registrar’s Office.
- Some of the effects of your decision to withhold *Directory Information*:
 - None of your information, including name and photograph, will appear in Westminster’s *Student Directory and Handbook*.
 - You must make all address changes with a signed authorization or in person with a photo ID
 - Information that you are a student here will be suppressed, so that a third party (e.g. loan company, prospective employer, church official, family member, etc.), will be informed that Westminster has no record of your attendance, unless you submit to the Registrar’s Office a written authorization to release information to the designated third party.
 - Hold on your information will not be removed within a given academic year until you submit a signed authorization requesting that it be removed.
- You may be required to show a photo ID when submitting this form.
- **Submission Deadline:** Requests to withhold *Directory Information* may be submitted to the Registrar’s Office at any time. However, requests must be filed by the first week of Fall semester classes for student’s *Directory Information* to be withheld from the *SDH*.
- Withholding of *Directory Information* is valid until revoked by the student in writing.

I have read all of the information above and request that free disclosure of all of my *Directory Information* be withheld.

Student's Name: _____ Student ID: _____

Program: _____ Emphasis: _____

Email: _____ @student.wts.edu Phone No: _____

Student’s Signature: _____ Date: _____

----- Below for office use only -----

Processing: _____

Comments: _____

Signature: _____ Date: _____