

Request to Withhold Directory Information

The items listed below are designated as directory information under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended. This information about you may be released to any party for any purpose at the discretion of Academy for Five Element Acupuncture. However, you have the right to withhold the disclosure of directory information.

Please consider carefully the consequences of your decision to withhold directory information. Some of the effects of your decision to request confidential status for this information will be that friends, relatives or others trying to reach you will not be able to do so through the school, and information that you are a student here will be suppressed, so that if a loan company, prospective employer, or another educational institution inquires about you, they will be informed that we have no record of your attending the Academy.

The request to withhold the following directory information becomes effective immediately and remains in effect until you notify the Office of the Registrar otherwise in writing:

• Name	• Degree program
• Current address	• Degrees and Awards
• Phone numbers	• Date of graduation
• Hometown most recent/previous school	• Most recent/previous school attended
(Note that e-mail is not listed as directory information).	

I understand that even if I restrict access to my information, other students at the Academy may be given my name and contact information (generally e-mail and/or telephone number) if, in the discretion of the school this is appropriate to promote class discussion and/or interaction.

INSTRUCTIONS

- * Fill out this form.
- * Print the form and bring it to the Registrar's office.

Student name

Today's Date

Student Signature

If you have any questions about the use of this form FERPA, or Directory Holds, please contact the Registrar for assistance.