

REQUEST FOR PRIVACY RESTRICTION

Students may request that directory information not be released by written request to the Office of the Registrar at any time.

Student Name (Printed)

CNU ID Number

CNU Email Address

Cell Phone Number

Permanent Address

City

State

Zip

The items listed below are designated as *directory information* and may be released for any purpose at the discretion of CNU. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, you have the right to withhold the disclosure of *directory information*.

Please consider very carefully the consequences of any decision by you to withhold *directory information*. Should you decide to inform the institution not to release *directory information*, any future request for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release the information. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please sign the form below to indicate your disapproval for the institution to disclose the following *directory information*:

- a. Student's name
- b. Date of birth
- c. Dates of attendance at the University, field of concentration, degrees, honors and awards
- d. Enrollment status – full-time or part-time
- e. Height and weight of members of athletic teams
- f. Participation in officially recognized activities

If this form is not completed and received (with a photo ID) in the Office of the Registrar, it will be assumed that *directory information* may be disclosed. If invoked, this privacy restriction will remain in effect until terminated in writing by the student.

I understand that the above listed *directory information* will not be released, except to CNU school or agency officials who have a legitimate educational interest.

SIGNATURE: _____

Date _____

Office of the Registrar
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Newport News, VA 23606
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register@cnu.edu