

Directory Information Non-Disclosure Form

To: All Students

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, students have the right to withhold the disclosure of the "Directory Information". The items to the right are designated as "Directory Information" by the University of West Georgia and may be released for any purpose at the discretion of the University of West Georgia.

The institution will honor your request to withhold "Directory Information" but cannot assume responsibility to contact you for subsequent permission to release them. The institution assumes no liability for honoring your instructions that such information be withheld.

"Directory Information"

1. Name
2. Address
3. All telephone numbers
4. Major Field of study
5. Dates of attendance
6. Previous institutions attended
7. Full/part-time enrollment status
8. Degree/awards received
9. Participation in university activities and sports
10. Weight and height of athletic team members'
11. Photographs

However, if this form is not received in the Enrollment Services Center annually by September 15, it will be assumed that the above information may be disclosed for the remainder of the current academic year. A new form for non-disclosure must be completed each year.

To withhold directory information complete and return this form either in person or mail to the Enrollment Services Center (Parker Hall), 1601 Maple Street, Carrollton, GA 30118 or via fax (678) 839-6439.

Student Information

Print Student's Name (Last, First, Middle Initial) **Student 917 Identification Number**

Permanent Phone Number **Alternative Phone Number** **UWG Email Address**

Permanent Mailing Address (REQUIRED)

City, State, and ZIP

Release Authorization

By completing and signing this form, I wish for the university to NOT RELEASE my "Directory Information" and any future requests for such information from non-institutional persons or organizations will be refused. You acknowledge that your name will be excluded from all university publications including, but not limited to the Commencement Program and the Honors Day program. If a future employer requests information confirming you are or have been a student at University of West Georgia, this information will not be confirmed.

Student Signature (required) **Date**