

Mahanaim

FERPA Non-Disclosure Form

Student Request to Not Disclose Directory Information

Mahanaim considers "Directory Information" available to the general public unless you exercise your rights under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) to withhold disclosure of that information. Your signature on this form serves as direction to Mahanaim to NOT release any information in this category.

"Directory Information" includes:

- Student's name
- Address
- E-mail address
- Telephone number
- Date and place of birth
- Honors and awards
- Dates of attendance
- Enrollment Status
- Photograph
- Field of Study
- Certificates and awards received
- Most recent previous school attended
- Grade level

Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide not to release this information; any requests for such information from Mahanaim will be refused unless you consent to release it to a specified person or persons through a Record Release Form.

Important: This authorization will remain in effect until you submit this form again indicating that you wish to withdraw your prior instructions to not disclose your information.

Check One:

I hereby request that Mahanaim not release any Directory Information from my education records. I have read the above paragraph and understand the consequences of my choice.

I want my prior instructions not to release any Directory Information to be withdrawn. I now authorize Mahanaim to release my Directory Information.

Student Name (please print)

Student ID Number

Student Signature

Date

For Office Use Only	Received by:	Date:
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