



Office of the Registrar  
 1401 19<sup>th</sup> Street, Denver, CO 80202  
 Phone: 303-292-0015  
 Fax: 720-833-3916

## FERPA - Request to WITHHOLD or RELEASE Directory Information

At its discretion, Denver School of Nursing may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA). Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Denver School of Nursing includes the following: student's name; mailing address; permanent address; electronic mail address; telephone number; major field of study; participation in officially recognized activities; attendance; degrees and awards received, including naming to honor rolls; photographs; and most recent educational agency or institution attended.

Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for **ALL** information to **ALL** parties other than for educational purposes. Students should understand that a request to withhold directory information will mean that **ALL** inquiries; e.g., confirmation of attendance or degrees by company seeking information on applicants for employment, cannot be honored unless accompanied by a signed release by the students.

Denver School of Nursing will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, Denver School of Nursing assumes no liability as a result of honoring your instructions that such information be withheld.

Under the Family Education Rights and Privacy Act of 1976, the Denver School of Nursing is required by law (whether or not the student has requested that public information be withheld) to release student information without written consent of students to authorized representatives of federal and state-supported programs; e.g., Comptroller General of the United States, Secretary of Education, state educational authorities, and the Veterans Administration, as well as parents presenting proof of dependency of students.

**Indicate below whether you are requesting that directory information NOT be released or that a previous request be terminated.**

- Student's name
- Mailing address
- E-mail address
- Telephone number
- Photograph
- Dates of attendance
- Enrollment status
- Degrees, honors, and awards received, including naming to honor rolls
- Major field of study (e.g. undergraduate or graduate; full-time or part-time)
- Most recent educational agency or institution attended
- Participation in officially recognized activities

A \_\_\_\_\_ I have read the above information and am requesting that the public information in my record as defined above not be released. I understand from the information above that, under the Family Education Rights and Privacy Act of 1976, there are still some circumstances under which the Denver School of Nursing must release information regarding my record.

B \_\_\_\_\_ I am terminating my previous request for the withholding of public information as defined above and give the Denver School of Nursing my permission to release the public information in my record without notice.  
**Note:** I have read the above paragraph and understand the consequences of my action. Requests for non-disclosure will be honored by the College until removed by the student.

\_\_\_\_\_  
 Print name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 SSN or Student ID

\_\_\_\_\_  
 Date