



FERPA-REQUEST TO WITHHOLD DIRECTORY INFORMATION

POLICY: A student has the right to withhold "directory information" except to school officials with legitimate educational interests and others as outlined in the [Right to Consent to Disclosure](#) policy. To withhold directory information, a student must complete this request and submit to the Office of the Registrar. Once filed, this request becomes a permanent part of the student's record until the student instructs The Chicago School in writing to remove the request.

The following items of information regarding a student's record are considered directory information. Directory information is considered as public information and may be released without the students' prior consent.

- Student name
- Address(es)
- Email address(es)
- Telephone number(s)
- Major field of study
- Degree sought
- Expected Date of Completion
- Degree/Awards received
- Date of Attendance
- Enrollment status
- Date and place of birth
- Previous educational agency or institution attended
- Participation in officially recognized activities
- Photograph(s)

INSTRUCTIONS:

To process this request you must email or fax this form along with photo identification to the Office of the Registrar:

Email: TCSPPreistrar@thechicagoschool.edu or Fax: 312.757.7013

STUDENT NAME: _____ STUDENT ID#: _____

SCHOOL E-MAIL: _____ PHONE#: _____ LOCATION: _____

TERM/SEMESER & YEAR: _____ DEGREE LEVEL: _____ PROGRAM: _____

I have read this form carefully and understand the consequences of my decision to prevent the release of directory information.

I understand that;

- This prohibits The Chicago School from acknowledging any information regarding my enrollment to any third party including employers, loan deferments, requests from non-institutions persons/organizations, or me unless a written request with my signature is received. No information will be released to me or any person(s) via the telephone or email.
- This does not prevent disclosure to personnel within the University or a lawfully issues subpoena, the US Department of Education, Department of Veteran Affairs, Office of the Inspector General, The college's accreditation and licensure agencies, state and local education authorities, FA agencies for which the student has applied, the IRS in compliance with the Taxpayer Relief Act, Immigration and naturalization for SEVIS, and Assistant Attorney General or higher – Patriot Act.
- This suppresses my information verbally and in printed form (i.e. campus directory, web directory, commencement program).
- This is applicable until such time as I request that it be removed, and I must initiate this option by filing a request to "Release Directory Information"

STUDENT SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

Received by:	Date:	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Staff Signature:	Date:	
University Registrar Signature (if applicable):	Date:	