Northern Michigan University
Registrar's Office
1401 Presque Isle Avenue
Marquette, Michigan 49855
Phone: 906-227-2278
Fax: 906-227-2231
www.nmu.edu

Request to Prevent Disclosure of Directory Information

The items listed below are designated as directory information and may be released for any purpose at the discretion of Northern Michigan University.

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. The university has recently converted to a new administrative software system called Banner. This new system has one indicator for confidentiality of student records. A decision to restrict any item results in all items being restricted.

Directory Information at NMU

- **name**
- **local address, local telephone number, permanent address, permanent telephone number**
- **NMU e-mail address**
- **dates of attendance at the university, enrollment status, degrees earned, honors, awards, participation in officially recognized university activities and sports, current term candidacy for degrees and/or teaching certification**
- **program level, class standing, major/minor**
- **photographs**

Please consider very carefully the consequences of any decision by you to withhold directory information. NMU staff will not be able to assist you over the phone, nor will the university acknowledge your presence as a student to outside agencies or in university publications. You will assume complete anonymity and you will have to conduct all university business in person with a photo ID or using self-serve technology (my.nmu.edu).

Northern Michigan University will honor your request to withhold directory information until you request that the restriction be removed but cannot assume responsibility to contact you for subsequent permission to release information.

At this time, I would like to request non-disclosure of all directory information listed above. I understand the implications of this request and that this request to prevent disclosure of directory information remains in effect until I provide a signed *Release of Directory Information* form to Northern Michigan University Registrar's Office or Student Service Center.

PRINT NAME:_____ **NMU IN:**_____

SIGNATURE:_____ **DATE:**_____

For Office Use Below:

☐ Confidentiality Flag Checked on Banner

_____ Processor Initials