PRIVACY OF DIRECTORY (PUBLIC) INFORMATION

Use this form to block the release of Directory Information

Instructions: By default, Directory (Public) Information may be released to the public for any student. The purpose of this form is to allow a student exercise his or her right to block the release of Directory Information. Complete the form with all applicable information and return it to the Registrar’s Office. Do NOT sign the form until you are in the presence of a staff member of the Registrar’s Office, Financial Aid Office, or a Notary Public. A photo ID is required. Present the form to the Registrar’s Office, Ground Floor of the Admin Building. This form may also be used to remove the privacy block on Directory Information.

Students at The College of New Rochelle are governed by the Family Educational Rights and Privacy Act (FERPA) and its regulations. Under FERPA, Directory Information relating to the student is considered to be public information unless the student formally requests in writing that it be kept confidential. This form serves to process such requests.

Directory (Public) Information includes:

Student’s name, attendance dates, home and email address, telephone number, date and place of birth, photograph, status (e.g., full/part-time, undergraduate/graduate), degree program, credits completed, major, student activities and sports, previous school attended, and degrees, honors and awards received.

Action to be taken (check one)

☐ Block the Release of Directory Information. This option will prohibit The College of New Rochelle from releasing my directory information except as specified under FERPA. The completion of this form will also prevent the Registrar’s Office from releasing my own directory information to me unless I personally present valid identification at the Registrar’s Office. Phone requests from me for directory information will not be accepted. Any future requests for such information from persons or organizations unaffiliated with The College of New Rochelle will be refused. Specific questions regarding my records must be resolved either in person with picture ID, or by mail/fax request with photocopy of a picture ID and my signature and be notarized. The College of New Rochelle cannot assume responsibility to contact me for subsequent permission to release this information. Regardless of the effect upon me, The College of New Rochelle assumes no liability as a result of honoring my instructions that this information be withheld. This restriction will remain in force until I complete a form to change this request.

☐ Allow the Release of Directory Information (if previously blocked). This option will revoke any and all previous declarations from me to block the release of my directory information. The revocation allows The College of New Rochelle to treat my directory information as public information from this date forward and invalidates any previous instructions to the contrary.

Student Information

I hereby request that the Registrar’s Office take the above indicated action to either block or allow access to my Directory Information as defined above. I have read and understand the consequences of the action requested above. This action will remain in force until I complete a form to change this request.

__________________________________  ____________________________________  ____________________________________
(Student Name)                      (Student ID Number)              (Birthdate)

__________________________________  ____________________________________
(Student Signature)                  (Date)

Witnessed by Registrar’s Office, Bursar’s Office, or Financial Aid Office Official: __________________________________

If you are not completing this form in the presence of a The College of New Rochelle Registrar’s Office, Bursar’s Office, or Financial Aid Official, this form MUST be notarized. The original notarized form MUST be submitted to the Registrar’s Office in order to be valid.

Notary Signature: ___________________________ Date: ___________________________

Last Updated: 4/2/2018