



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DISCLOSURE OF DIRECTORY INFORMATION

FERPA requires written consent of the student for disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

"Directory information" is information that may be disclosed by MSOE without written consent of the student at the discretion of the institution. Directory information, as defined by MSOE, includes the items listed below.

Keep in mind that choosing to not have this information released restricts us from releasing this information to anyone including family, friends, prospective employers, media and insurance companies. Regardless of the effect upon the student, the institution assumes no liability as a consequence of honoring instructions that directory information be withheld. If you change your mind regarding the release of directory information, you must inform the Registrar's Office in writing.

- Name
- Addresses
- Telephone numbers
- E-mail address
- Program
- Grade level
- Dates of attendance
- Enrollment status (full time, part time, withdrawn, not enrolled)
- Degrees and honors received
- Participation in officially recognized sports and activities
- Previously attended institutions
- Class schedule
- Photographic, video, or electronic images
- Program and promotional materials for school-related activities such as athletics, extra-curricular activities and academic competitions

Release directory information

Do not release directory information

Student Name (please print): _____ Student Number: _____

Student Signature: _____ Date _____