



**Office of Enrollment Services**

**STUDENT NON-DISCLOSURE REQUEST**  
Request for Confidential Status of Directory Information

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

ID Number: \_\_\_\_\_ Semester & Year \_\_\_\_\_

At Lawrence Technological University the following information is considered Directory Information about a student: dates of attendance, major field of study, class level, degrees and awards received, anticipated degree date and confirmation that you are enrolled here (enrollment status).

In accordance with the provisions of the Family Education Rights and Privacy Act (FERPA), this Directory Information can be released to the general public and may be listed in the campus directory. Students may withhold this information from being released by notifying the Office of the Registrar, in writing, which is the purpose of the Student Non-Disclosure Form. By completing this form, you will be requesting that information NOT be released to non-university personnel or listed in the campus directory. This will remain on your record until you withdraw your request. Please note that in compliance with federal regulations there are situations in which particular information may be released, upon presentation of official documents, to designated state, local or government agencies.

Please consider carefully the impact of your decision to request confidential status. This means that requests for this information, or any other information, from non-university persons or organizations will be refused. Friends or relatives trying to reach you will not be able to do so through the University; your name will not appear in the printed Commencement program; information that you are a student here will be suppressed, so if a loan company, prospective employer, family members, etc. inquire about you, they will be informed that we have no record of your attending here.

Lawrence Technological University will honor your request to withhold this information but cannot assume responsibility to contact you for subsequent permission to release the Directory Information. Regardless of the effect upon you, Lawrence Technological University assumes no liability as a result of honoring your instructions that this information be withheld.

Once you have designated a confidential classification, it will remain on your record until you withdraw the request. If you wish the classification removed prior to them, you should submit a signed authorization requesting that it be removed. This authorization form is available in the Office of the Registrar or on our website at <http://www.ltu.edu>.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:**  
**DATE RECEIVED:**  
**DATE ENTERED:**  
**STAFF SIGNATURE:**

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