



# WEST LIBERTY UNIVERSITY

WEST LIBERTY, WEST VIRGINIA 26074

OFFICE OF THE REGISTRAR

## West Liberty University 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 West Liberty University.

- Name, addresses, email address, telephone numbers, dates of attendance and class level
- Previous institution(s) attended, major field, awards, honors, degrees conferred
- Past and present participation in officially recognized sports and activities, physical factors (height and weight) and date of birth.

Under no circumstances will West Liberty University provide names and information to credit card companies for solicitation purposes.

However, under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of any "Directory Information".

Please consider carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform the institution not to release any or all of the "Directory Information", any future requests for such information from organizations, prospective employers, and insurance companies will be refused. Your request for non-disclosure will be honored for the current academic year only. You must complete a form for each subsequent year to request non-disclosure.

West Liberty University will honor your request for the current academic year, but we cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, West Liberty assumes no liability for honoring your instructions.

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**I request that West Liberty University not release my "Directory Information" for the current academic year.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ ID# \_\_\_\_\_  
(print name)

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_