



## Request to Prevent Disclosure

In accordance with the *Family Educational Rights and Privacy Act* (FERPA) UM-Helena has designated the following as Directory Information.

- Name
- Address
- Telephone Number
- Date and place of birth
- Major Field of Study
- Enrollment Status(full-time, part-time)
- Participation in officially recognized activities
- Dates of Attendance
- Degrees and academic awards (e.g. dean's list, honor roll, graduation honors)
- Most recent educational agency/institution attended
- College assigned student e-mail address
- Photographic, video, or electronic images

This information may be released to anyone inquiring without notifying the student. If you wish to have this information blocked from any party interested in this information please read and complete the form below.

Please consider very carefully the consequences of completing this form. Once the form is completed Helena College-University of Montana will deny any requests for information from other schools, prospective employers, or other organizations you may be affiliated with. The block on your records will remain in place after you graduate or withdraw, unless you contact the Registrar's Office in writing. Helena College-University of Montana is unable to contact a student each time they receive a request for directory information and assumes no liability for honoring your instructions to withhold directory information.

**The following must be completed in the presence of the Executive Director of Enrollment.**

**I have carefully read the above and request that my directory information be withheld.**

_____	_____
<b>Last Name, First Name</b>	<b>Student ID</b>
_____	_____
<b>Address</b>	<b>Telephone #</b>
_____	_____
<b>Student Signature</b>	<b>Date</b>