

**Request for Non-Disclosure of Directory Information
Texas Lutheran University**

Please Print: Last Name	First Name	Middle Name
Student ID Number	Date of Birth	Semester of Restriction

Directory Information

At its discretion, TLU may disclose directory information in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at TLU includes the following: name, address, phone number, photo, major, participation in sports, awards and honors, height, weight, degrees, dates of attendance, campus e-mail address, photographic/videotaped images and previous colleges attended.

Terms of Restriction

A student has the right to prevent the disclosure of directory information by filing a request for non-disclosure in-person in the Office of Registration and Records. Such a request is valid for the current semester only and must be submitted by the 12th class day of the semester or its equivalent in shorter terms. Students may reverse existing directory restrictions by submitting a written request to the Office of Registration and Records.

Consequences of Restricting the Release of Directory Information

Please consider very carefully the consequences of any decision by you to withhold Directory Information. Some of the effects of your decision to request confidential status for this information will be that friends, relatives or even other students trying to reach you will not be able to do so through the College, and information that you are a student here will be suppressed, so that if a loan company, prospective employer, or another educational institution inquires about you, they will be informed that we have no record of your attending the College.

Within the guidelines and policy described above, I request a restriction of the release of my directory information.

Signature	Date
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Office Use Only

Received by: _____

FERPA Restriction Box Updated: