REQUEST FOR NONRELEASE OF DIRECTORY INFORMATION

Name: ___________________________ M#: __________________

Email: ____________________________ @mtsu.edu  Date: ___________

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), I request that no information concerning me be released to anyone.

Please note: Non-disclosure does not prevent MTSU from disclosing personally identifiable information from a student’s record:

- to school officials as defined in the MTSU Access to Educational Records Policy: 500;
- to authorized representatives of federal, state and local agencies when that disclosure is in connection with financial aid for which the student has applied or which the student has received;
- verification of enrollment to lending agencies;
- for disclosure to comply with a judicial order or lawfully issued subpoena;
- or for any of the other exceptions to signed consent found in 99.31 of the FERPA regulations.

MTSU will make every effort to prevent your e-mail address being released. However, e-mail addresses may be available from sources other than MTSU.

MTSU assumes no liability for honoring your instructions to release no information.

I understand this request is valid indefinitely. I will notify the Registrar’s Office if I want to resume the release of directory information.

Student Signature: ___________________________  Date: ___________

**********DO NOT SIGN BELOW UNTIL YOU ARE READY TO END THE NONRELEASE**********

A copy of this form with an entry date will be e-mailed to your MTSU email. If you wish to resume the release of directory information, please sign below and return to the Registrar’s Office via e-mail (records@mtsu.edu) by scanning the document and attaching it to the e-mail, via fax to (615) 898-5538, or mailing to: MTSU, Registrar’s Office, SSAC 150, 1301 E. Main Street, Murfreesboro, TN 37132.

Student Signature: ___________________________  Date: ___________

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