

REQUEST FOR NONRELEASE
OF DIRECTORY INFORMATION

Name: _____
Last First Middle

M#/ID#: _____ Email: _____ 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: II:02:00;
- 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;
- 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.

Filing of this form will not cause Middle Tennessee State University to discontinue verification of enrollment to lending agencies.

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 (Records) Office when I want to resume the release of directory information.

Student Signature: _____
(to begin nonrelease)

*******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 you. When you wish to resume the release of directory information, please sign below and return to the Registrar's (Records) 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:

Middle Tennessee State University
Registrar's (Records) Office, CAB 102
1301 E. Main Street
Murfreesboro, TN 37132

Student Signature: _____
(to end nonrelease)

FOR OFFICE USE ONLY	
Date Entered: _____	Date Removed: _____

A Tennessee Board of Regents Institution

Middle Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Executive Director of Institutional Equity and Compliance, 1301 E. Main Street, CAB 220, Murfreesboro, TN 37132, 615-898-2185.