



## Request to Restrict Directory Information Form

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Name: \_\_\_\_\_

ID # \_\_\_\_\_

This form allows you to set a privacy level. The privacy level you select will determine only how ANTS displays this information. ANTS may disclose this information within the School and to the public by other means, as allowed by the federal Family Education Rights and Privacy Act of 1974 (FERPA). The online *ANTS Catalogue* and in hard-copy format at Registration describes your rights under FERPA.

**If you do not return this form to the Registrar's office, your data fields will remain at the default setting of level 2.** *The following information has been designated by ANTS as Directory Information:*

- |                    |  |                   |
|--------------------|--|-------------------|
| * Name             | * Enrollment Status/Dates of Enrollment        | * ANTS picture ID |
| * Address          | * Degree/Anticipated or actual graduation date |                   |
| * Telephone number | * Prior degrees                                |                   |
| * E-mail Address   | * Denomination                                 |                   |

### Levels of Disclosure:

- 1. Share only as mandated by law or ANTS rules:** Choosing level 1 will effectively block student's data fields (listed above) from publication. ANTS Business Office will not communicate on the phone with anyone, including you, regarding your semester bill.
- 2. Display in publicly accessible ANTS directory:** Choosing level 2: All data fields (listed above) of students who choose privacy level 2 will appear in the ANTS Directory. ANTS Business Office will communicate with you on the phone regarding your semester bill.

**You may change your level at any time by filing this form**

- Share only as mandated by law or ANTS rules
- Display in publicly accessible ANTS directory

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

Date: \_\_\_\_\_