



Request to Restrict Disclosure of Directory Information

In compliance with the federal Family Education Rights and Privacy Act of 1974, Nicolet College is restricted from disclosing certain information from your student records. This law does permit the college to release “directory information” about students without the student’s written consent. You can restrict the disclosure of directory information by completing this form.

Nicolet Area Technical College defines the following as “directory information”:

- Student Name
- Major field of study
- Degrees and awards received
- Photos and videos of students for use in college news releases, publications and websites
- Full-time or part-time status
- Dates of attendance
- Nicolet College assigned student email accounts

Please read the following and consider very carefully the consequences of any decision to restrict “directory information.”

Should you inform the college **not** to release “directory information” all future requests for such information from non-institutional persons or organizations will be refused. Examples of such requests that would not be released include, but are not limited to: Enrollment verification for insurance, employer request for verification of enrollment/degree, and licensing or registry forms. In addition, information about class registration, class schedules, transcript releases, Dean’s list and publication of your name in the graduation booklet will be restricted.

Once a restriction of disclosure is issued, all requests for release of information from you will need to be made in writing. You may revoke this request at any time by declaration in writing.

Nicolet will honor your request to restrict all directory information, but does not assume responsibility to contact you if a request for information is received. Regardless of the effect upon you, Nicolet assumes no liability for honoring your instructions that directory information be withheld.

Nicolet will honor your request to restrict disclosure of directory information until you notify the Registrar’s Office in writing that you wish to remove the disclosure restriction.

Student Name (print) _____ Student ID _____

I have carefully read the above and request that all my directory information not be released to third parties without my written permission, except as permitted or required by law.

Student Signature

Date

I wish to revoke my previous request.

Student Signature

Date

Office Use Only: Date Received _____ Registrar’s Initials _____ Date Indicator was applied in PS _____