



VITERBO
UNIVERSITY

Request to Prevent Disclosure of Directory Information

Office of the Registrar

Viterbo University; 900 Viterbo Drive; La Crosse WI 54601

Phone: 608-796-3080 Fax: 608-796-3050 www.viterbo.edu

The items listed below are designated as “Directory Information” and may be released for any purpose at the discretion of our institution.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of the “Directory Information” listed below.

Please consider very carefully the consequences of any decision by you to withhold “Directory Information.” Should you decide to inform the institution not to release this “Directory Information,” any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please check the box and affix your signature below to indicate your disapproval for the institution to disclose the following public or directory information.

Name; address (permanent, local, and e-mail); telephone listings; date of birth/age; major/minor field of study; participation in officially recognized activities and sports; weight; and height of athletic team members; dates of attendance; fulltime/part-time status; photograph; registration course schedule; class level; academic level; degrees/academic recognitions/awards received; name/address/occupation of parent/guardian/spouse; and educational institutions or agencies attended.

DISCLOSE INFORMATION

_____ NO

Student signature _____
Student ID number _____
For Semester and Year _____
Date _____

If this form is not on file in the Office of the Registrar prior to the end of the second week of each semester and the first week of summer school, it will be assumed the above information may be disclosed for the remainder of the term. A new form for non-disclosure must be completed each semester and summer session.