



Student's Name (Please Print)

Student ID #

**STUDENT AUTHORIZATION
TO WITHHOLD DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act of 1974 affords students that attend a postsecondary institution such as Manhattan School of Music certain rights. Further information on the Act can be found in several School publications, including the *Student Handbook*, *Manhattan School of Music Catalogue* and the Manhattan School of Music Web site.

The following information about students is considered "Directory Information" at Manhattan School of Music and may be made available to the general public unless the student notifies the Office of the Registrar in writing no later than 10 days after the first day of the semester of enrollment.

Name, telephone numbers (permanent, primary and cellular), addresses (including electronic mail), date and place of birth, major, honors (including Dean's List), awards, photograph, classification, dates of enrollment, degrees conferred, dates of conferral, graduation, distinctions, and the institution attended immediately prior to admission.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of such Directory Information. Manhattan School of Music will honor your request to withhold Directory Information.

Please consider carefully the consequences of any decision to withhold such Directory Information. Some of the effects of your decision to request to withhold Directory Information may be that you must make all address changes with a signed authorization or in person with a form of ID; friends or relatives trying to reach you will not be able to do so through the School; information that you are a student here will be suppressed, so if a loan company (unrelated to college financial aid), prospective employer, family members, etc. inquire about you, they will be informed that we have no record of your attending here. Regardless of the effect upon you, Manhattan School of Music assumes no liability for honoring your instructions that such information may be withheld. Should you decide to inform Manhattan School of Music not to release any of this information, any requests for such information from Manhattan School of Music will be refused.

This signed request must be received in the Office of the Registrar no later than the first regular school day that occurs 10 days after the first day of the semester of enrollment. A request to withhold information may be submitted after the stated deadline, but information may be released between the deadline and receipt of the request. This authorization is valid until a written request to rescind is received by the Office of the Registrar.

I hereby request that Manhattan School of Music **not release** any Directory Information from my academic records. I have read the above paragraphs and understand potential consequences of my action.

Student's Signature

Social Security #

Date

For School use only
Received by _____ on Date _____ Record input on _____ by _____ on Date _____

To rescind this request, the student must note and date his/her intent on the original *Authorization to Withhold Directory Information Form*.