



Restriction on Directory Information

At its discretion the National Labor College may provide "Directory Information" in accordance with the provisions of the Family Education Rights and Privacy Act of 1974, as amended. "Directory Information" is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated "Directory Information" at the National Labor College includes the following: student's name, home address, home phone number, e-mail address, union affiliation, degree, major, class rank (freshman, sophomore, junior, senior), dates of attendance, date of graduation, senior project titles, awards, and photographs.

Students may withhold "Directory Information" by providing the Registrar with a "Restriction on Directory Information." Please consider very carefully the consequences of any decision by you to withhold "Directory Information". Such designation will call for the National Labor College not to release any "Directory Information"; any requests for such information from non-institutional persons or organizations will be refused. The National Labor College will honor your request to withhold the "Directory Information" but can not assume responsibility to contact you for subsequent permission to release information. Regardless of the effect upon you, the National Labor College assumes no liability as a result of honoring your instructions that such information be withheld.

All requests for non-disclosure will be honored by the college until rescinded in writing by the student.

I have carefully read the above and request that my "Directory Information" **NOT** be disclosed to non-institutional persons or organizations by the college without my prior written permission:

Student's Name Printed _____

Student's Signature _____ Date _____

NLC Student ID# _____ SSN _____

Return completed form: Registrar's Office, National Labor College 10000 New Hampshire Ave Silver Spring MD 20903