



Office of the Registrar
Smith College
Northampton, Massachusetts 01063
T (413) 585-2558
F (413) 585-2557

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Name:	ID:	Class Year:
-------	-----	-------------

The items listed below are designated as "directory information" and may be released for any purpose at the discretion of the institution.

- Name
- Home address (while in college)
- College address and telephone
- Parents' names and addresses
- E-mail address
- Dates of attendance
- Major/minor, degree (including dates), awards
- Extracurricular activities (if known)
- Previously attended institutions
- Pictures and digital images

Under the provision of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of directory information. Your request must be filed with the Office of the Registrar within five days of the start of the fall semester.

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 directory information, any future requests for such information from non-institutional persons or organizations will be refused.

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

You may place a restriction on all directory information or the online display of your picture only. Please check the appropriate category and sign below to indicate that you do not wish the college to disclose this information.

- Restrict all directory items, including picture.
- Restrict display of picture only in online directory.

Date:	Student Signature:
-------	--------------------