



FERPA Directory Information Opt-Out Form

Notice of Directory Information

The Family Educational Rights and Privacy Acts (FERPA) is a federal law that requires Vanguard University, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from a student's education records. Vanguard University may, however, disclose basic "directory information" without consent that is generally not considered harmful or an invasion of privacy. If the student does not want information disclosed without consent, they may choose to opt-out by notifying Vanguard University in writing. This form may be used for that purpose.

Directory Information at VU is defined as

Photo	Major Field of Study	Enrollment Time Status (e.g. Full Time, Half Time, etc.)
Name	Participation in Officially Recognized Activities and Sports	Student Classification (e.g. Freshman, Junior, Graduate First Year, etc.)
Address	Weight and Height of Members of Athletic Teams	Dates of Attendance
Student identification number	Student Status (e.g. Enrolled, Withdrawn, Graduated, etc.)	Degrees and Awards Received
Telephone Listing		Most Recent Previous Educational Agency or Institution Attended
E-Mail Address		
Date and Place of Birth		

Directory Information Opt-Out Implications

Opting out of the release of Directory Information prevents the University from acknowledging the student's enrollment to interested third parties such as employers, parents, or spouses. It also means the student's name will be omitted from such publications as playbills, athletic team notices, academic honors lists, and Commencement programs.

Directory Information Opt-Out Notice to the University

I understand that under FERPA guidelines, Vanguard University may disclose basic information about me that is generally not considered harmful or an invasion of Privacy without my consent, which is released as "Directory Information".

This is notification that I do not want Vanguard University to disclose what is considered Directory Information from my education records without my written consent, except as required by law. I further understand that Vanguard University will code my educational records to prohibit their release without my consent within ten business days of this notification.

By signing below I am certifying that I have read and understood the above Notice of Directory Information under the Family Educational Rights and Privacy Act (FERPA), and the Directory Information Opt-Out Implications.

_____ (_____
[Print Full Name] [ID Number]

Student Signature _____ Date _____

Office Use Only: Date Received: _____ Date Entered: _____ Verified By: _____

Distribution List: Dean's Office, Athletics, Theatre, Student Life, Financial Aid, Admissions, Accounting Operations