

Directory Opt-Out Notice

Federal data practices requires all institutions of higher education to inform students what it considers to be "directory information." Directory information maintained on each student that is available at the request of any member of the public, including outside organizations.

Policy Regarding Release of Information:

Federal law prohibits, in most circumstances, disclosure of personally identifiable information from the student record except by written consent of the student. Federal law permits the disclosure of **directory information** about students without prior consent. "Directory information" includes name, address, e-mail address, telephone number, participation in recognized activities, dates of attendance, degree and awards received, most recent previously attended school, year in law school, and part-time or full-time status. (Emphasis added).

Directory information is generally considered information that is not harmful or an invasion of privacy is released. Examples of outside organization include, but are not limited to, federal and state agencies offering jobs and educational benefits, media sources, companies that manufacture class rings or sell diploma frames, etc.

If you do not wish to have your directory information released, please read, print, sign, and return the statement below to the Office of the Registrar, Room 119.

Directory Information Opt-Out Statement:

I understand that, under FERPA (Family Education Rights and Privacy Act) guidelines, Mitchell Hamline College of Law 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 directory information disclosed without my written consent, except as required by law. I further understand that Mitchell Hamline will code my educational records to prohibit the release of my educational records without my consent within five business days of receipt of this notification.

Date: _____ Name (printed): _____

Student ID#: _____ Signature: _____

Office use only

Date received _____

Date processed _____

Completed by _____

Last updated December, 2015