

## Directory Opt-Out Notice

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that educational institutions including Mitchell Hamline School of Law maintain the confidentiality of student records. We must obtain your written consent prior to the disclosure of personally identifiable information from your education records with the exception of designated "directory information" which is information that is generally not considered harmful or an invasion of privacy if released. MHSL has designated name, address, e-mail address, telephone number, participation in recognized activities such as competitions and publications, dates of attendance, degree and awards received, most recent prior school, year in law school, and part-time or full-time status as directory information. The primary purpose of directory information is to allow us to include information from your records in certain school-related publications. Examples include:

- SBA election rolls
- CALI awards
- Honor roll or other recognition lists

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.

Although FERPA allows MHSL to disclose directory information to outside organizations, MHSL's general policy is to withhold student information unless prior consent is obtained.

### Directory Information Opt-Out Statement:

I understand that, under FERPA guidelines, Mitchell Hamline School of Law may disclose directory information about me. This is notification that I do not want directory information disclosed without my written consent, except as required by law. I understand that Mitchell Hamline will code my educational records to prohibit the release of any student information within five business days of receipt of this notification.

Date: \_\_\_\_\_ Name (printed): \_\_\_\_\_

Student ID#: \_\_\_\_\_ Signature: \_\_\_\_\_

*Electronic signatures can be accepted only if form is sent through the Mitchell Hamline email system*

Please return your completed form to the Registrar's Office  
 registrar@mitchellhamline.edu  
 or Room 120

Office use only

Date Received \_\_\_\_\_ Date Entered \_\_\_\_\_ Completed by \_\_\_\_\_

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