



Registrar & Enrollment Services Office  
(617) 44-7070

### Request to Opt Out of Directory Information

Name (Printed): \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Under the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, your education records are maintained as confidential by Urban College of Boston (UCB) and, except for a limited number of special circumstances listed in the law, will not be released to a third party without your prior written consent.

The law, however, does allow UCB to release student “directory information” without obtaining the prior consent of the student. At UCB, we consider “directory information” to be those items of information listed below. If you do not want UCB to release your directory information without your written consent, you may choose to withhold the disclosure of any or all of the categories of directory information listed below.

Please consider very carefully the consequences of any decision by you to withhold any category of directory information. Some of the effects of your decision to request confidential status will be that you must make all address changes with a signed authorization or in person with a form of ID; friends or relatives trying to reach you will not be able to do so through the University; information that you are a student here will be suppressed, so that if a loan company, perspective employer, family member, etc., inquire about you, they will be informed that we have no record of your attendance here. Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

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I request the withholding of the following personally-identifiable information that UCB has identified as “directory information” under FERPA. I understand that, upon submission of this form, the information checked cannot be released to third parties without my written consent or unless UCB is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked “directory information” will not otherwise be released from the time the Registrar receives my form until my opt-out request is rescinded. I further understand that if “directory information” is released prior to the Registrar receiving my opt-out request, UCB may not be able to stop the disclosure of my directory information.

CHECK ALL BOXES THAT APPLY.

ALL INFORMATION IDENTIFIED BELOW

- Name                       Dates of Enrollment                       Home Address
- Telephone Number(s)       Academic level                       Degree(s) & Certificates earned, including date, honors and awards

Signature: \_\_\_\_\_

Date: \_\_\_\_\_