State University of New York
College of Environmental Science and Forestry

Request to Prevent Disclosure of Directory Information

SUNY College of Environmental Science and Forestry hereby designates the following categories of student information as public of "directory information", in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Directory information may be released for any purpose at the discretion of SUNY ESF.

Under the provisions of FERPA, currently enrolled students have the right to prevent the external disclosure of directory information. Please consider very carefully the consequences of any decision by you to prevent this disclosure, since should you decide to choose this option, any future requests for information from persons of organizations outside SUNY ESF including future employers or graduate schools will be refused. SUNY ESF assumes no liability for honoring your instructions that such information be withheld.

Please mark the appropriate boxes and sign below to indicate which information you want withheld.

Category I Name, address, e-mail address, telephone number, dates of attendance, class level. _____

Category II Previous institution(s) attended, major program of study, awards, athletic participation, honors (including Dean's List), degree(s) conferred (including dates). _____

Name (please print)_____
(Last) (First) (M.I.)

SSN__ __ __-__ __-__ __ __ and ID# __ __ __ __ __-__ __ __ __

I understand that this nondisclosure request will remain in effect permanently unless I request a change. **

Student Signature_____
(Date)

**Please be aware that signing this nondisclosure request will prevent us from verifying your attendance or degree(s) conferred to future perspective employers.

This form must be received in the Office of the Registrar, 111 Bray Hall, prior to the end of the add period (one week after the start of classes). If not received by that time, the above information may be disclosed for the remainder of the current academic year. A new form for non-disclosure must be completed each academic year.

To prevent disclosure in Syracuse University's printed telephone directory, electronic and internet directories, which include information for ESF students, you must also file a Request to Prevent Disclosure of Directory Information form with SU's Registrar's Office, 106 Steele Hall.