



St Vladimir's Orthodox Theological Seminary

575 Scarsdale Road, Yonkers, NY 10707 | Phone: 914.961.8313 | Fax: 914.961.4507

Request to **Withhold** Directory Information

Student record information is confidential and private. In compliance with the Family Educational Rights and Privacy Act (FERPA), St Vladimir's Seminary does not release student record information without prior written consent of the student. The one exception is that the seminary may release "directory information" items without prior student consent. Directory information is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at St Vladimir's Seminary includes the following:

1. Name
2. Address (local, permanent, electronic mail)
3. Telephone number
4. Jurisdiction
5. Degree program
6. Year in program
7. Enrollment status (full-time, part-time, or not enrolled)
8. Dates of attendance
9. Degrees and honors received

Filing this form will preclude the seminary from releasing directory information to anyone without the student's express written consent. To process this request the student must sign and present this form to the Registrar.

Today's Date

Student Name

Student ID/SSN

Year(s) of Attendance

Email

Phone Number

Current Mailing Address

Street 1

Street 2

City/State/Zip

I have read this form carefully and understand the consequences of my decision to prevent release of directory information. I understand:

- this suppresses my information verbally and in printed form (i.e., campus directory, Web directory, Commencement Program).
- this prohibits St Vladimir's Seminary from acknowledging any information regarding my enrollment to any third party including employers, loan deferments, or requests from non-institutional persons/ organizations unless a written request with my signature is received. No information will be released to me or any person(s) via the telephone or email.
- this does not prevent disclosure to personnel within the seminary or a lawfully issued subpoena.
- that this is applicable until such time as I request that it be removed and that I must initiate this option by filing a "Request to **Release** Directory Information."

Signature: _____ Date: _____