



# Cornerstone UNIVERSITY

## Directory Information Restriction/Release Request

In accordance with the Family Educational Rights and Privacy Act of 1974 as amended, it is necessary for Cornerstone University officials to obtain written consent from a student prior to releasing information from the student's educational record to most sources outside the university. FERPA policy allows the release of directory information.

Directory information as identified by Cornerstone University includes:

- ✓ Name
- ✓ Address
- ✓ E-Mail Address
- ✓ Phone Number
- ✓ Date and Place of Birth
- ✓ Major Field of Study
- ✓ Dates of Attendance
- ✓ Degrees and Awards
- ✓ Cumulative Hours
- ✓ Participation in Officially Recognized Sports
- ✓ Weight and Height of Athletes

As an enrolled student, you have the right to restrict release of Directory Information. Use this form **ONLY** if you do **not** want the above listed information released. All requests must be submitted within the first week of classes. This request will remain in effect from the date indicated below until written notification is given to release information.

All requests for non-disclosure of directory information will be accommodated. Carefully consider the consequences of your decision to withhold directory information. If you decide that Cornerstone should not release directory information, all requests for such information from persons or organizations (prospective employers, scholarship opportunities, etc.) not specifically sanctioned by CU and federal regulation will be refused, regardless of the effect on you, and Cornerstone assumes no liability for honoring the request.

### **Option A:**

**Restrict** the following information – Choose one option only:

- All Information
- Address
- Phone Number
- Date/Place of Birth
- Address & Phone
- Address & Birth Info.

### **Option B:**

**Release** current restrictions as previously requested.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

ID# \_\_\_\_\_ Date: \_\_\_\_\_

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

Please return this form to the Registrar's Office, Fax 616-222-1540, or send to:  
Cornerstone University – Registrar's Office - 1001 E. Beltline, NE, Grand Rapids MI 49525

### **Office Use Only:**

- Enter block in Colleague      Date: \_\_\_\_\_
- Remove block in Colleague      Date: \_\_\_\_\_
- Send copy to Switchboard      Date: \_\_\_\_\_
- File form in student's file