



Request to Withhold Directory Information (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232, permits public disclosure of directory information about a student without the student’s consent, unless the student has required that directory information be withheld. FEPRAs gives all current or former students the right to request that all of their directory information be withheld. If you want New Mexico Highlands University to withhold all of your directory information, it will not be released to anyone, unless disclosure is authorized by you in writing, with certain exceptions.* The information listed below is designated as directory information by New Mexico Highlands University (NMHU).

- Student name
- Current Address (Mailing & Permanent)
- Telephone number
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degree(s) earned (type of degree and degree date)
- Honors and awards received
- The most recent educational agency or institution attended
- Graduation lists

Please check one of the following:

I wish to **restrict all** of my directory information listed above until revoked by me in writing. This request to withhold directory information will be in effect until it is revoked by me in writing.

- All future requests for directory information from non-institutional persons or organizations will be denied.

I wish to revoke the restriction I previously placed on **disclosure** of my directory information.

Print Name

Signature

@_____
NMHU Student ID#

Date

**Must be presented with a valid ID to the Office of the Registrar
Felix Martinez Building Room 120
Las Vegas, NM 87701
505.454.3455**

*Disclaimer: Even if a student requests that any or all directory information about the student be withheld, FERPA permits the disclosure if personal identifiable information from a student’s education record, without the consent of the student, if the disclosure meet certain conditions found in 34 CFR § 99.31 including, but not limited to, disclosure to other university officials within NMHU that have legitimate educational interests; to a parent/guardian of an eligible student if the student is a dependent student, as defined in section 152 of the Internal Revenue Code of 1986; to comply with a court order or lawfully issued subpoena; and to appropriate officials in connection with a health or safety emergency.