



Non-Disclosure of Directory Information

Office of the Registrar
 Jefferson 100
 65-30 Kissena Blvd.
 Flushing, NY 11367
 718-997-4400
 recordsmanagement@qc.cuny.edu

Pursuant to federal law, Queens College of The City University of New York authorizes the release of certain information concerning students to the public upon request. This information, which is known as "Directory Information" consists of the following categories of information:

- Name
- Home Address
- Telephone Number
- Date of Birth
- Dates of Attendance (not daily records)
- Major field of study
- Level of education (e.g., sophomore)
- Degree(s) received, if any
- Participation in athletic teams
- Honors and awards received

I hereby request that my Directory Information not be released without my written consent, except as required by law and written policies of the City University of New York Board of Trustees. I understand that I will have to visit the Office of the Registrar, *in person*, to authorize the release of my education record, including transcripts, to any party.

Student Information

All fields are required. Please print.

_____	_____	_____
Last Name	First Name	MI
_____	_____	/ /
Former Name	Date of Birth	
_____	_____	
Address	CUNY ID	
_____	- -	
City / State / Zip	SSN	
_____	() -	
Email Address	Phone Number	

Signature	Date



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Student records and information are maintained by the College and are available in the Office of the Registrar, which is located in Jefferson Hall 100.

Pursuant to the federal law known as the Federal Education Rights and Privacy Act (FERPA), Queens College provides directory information to persons with legitimate student interest in such information upon request, including requests from military recruiters.

In conjunction with the FERPA provisions for directory information, the College may provide the following information:

- Name
- Home Address
- Telephone Number
- Date of Birth
- Dates of Attendance (not daily records)
- Major field of study
- Level of education (e.g., sophomore)
- Degree(s) received, if any
- Participation in athletic teams
- Honors and awards received

A student may request that such information **not** be released without the student's prior written consent by completing a Non-Disclosure form with the Office of the Registrar. This form must be downloaded, filled out, and returned to the Office of the Registrar. Students should be aware that if they sign a Non-Disclosure form to block the release of directory information, they will need to sign a release form, **in person**, in the Office of the Registrar in order to authorize the release of records and information to others, such as financial institutions, employers, and other designated persons or entities, including military recruiters.