



In releasing information about students, Knox College complies with the Family Educational Rights and Privacy Act (FERPA). Each year that you are enrolled, you will have an opportunity to request that information about you and your attendance at Knox be withheld from public release or inclusion in campus directories.

You are not required to withhold information, and a decision to withhold information can have ramifications, which are explained below. Please read them carefully. A withholding request is only valid for the 2019-2020 academic year. Students must submit a withholding request for every academic year they attend Knox. If you wish to end a withholding request for the 2019-2020 academic year, you must submit your request in writing to the Office of the Registrar.

INSTRUCTIONS

If you want to withhold directory information, complete the Withholding Request Section. If you are not withholding any information, sign the section Release Approval Section. Return signed and dated forms to the Office of the Registrar. If you do not return a Federal Educational Rights and Privacy Act Form to the Office of the Registrar, the College will assume that all directory information may be disclosed.

WITHHOLDING REQUEST SECTION

Please note that withholding information may result in Knox not releasing or publicizing your attendance, activities, accomplishments or awards.

Please withhold information about me in the categories checked (X) below. *(Check as many categories as apply)*

Category 1 – Withhold name, e-mail address, and all other information included in categories 2, 3, 4, 5, and 6.

Category 2 – Withhold all academic information, including dates of attendance and courses of study at Knox, major, degree conferred, awards and honors received, and previous educational institutions attended.

NOTE: If you mark either Category 1 or Category 2 above, you will not be listed in campus directories. In addition, you should be aware of other possible consequences, including, but not limited to, the following examples: If another college, graduate school or prospective employer requests directory information about you, Knox will not be able to provide the information without a specific written request from you. If an insurance company or scholarship organization seeks confirmation of your status as a student, Knox will not be able to provide confirmation without a written request from you. The responsibility to request a release of information rests with you. Knox will not inform you that a request has been received from someone outside the College, and Knox is not responsible for anything that may or may not occur as a result of honoring your request to withhold information.

_____ The Knox e-mail system uses a “Directory Server” as an integral part of the e-mail system. Knox e-mail addresses are derived from names. E-mail address generally use a student’s first initial and the first seven letters of the last name. For example, Jane Alan Doe will be assigned an e-mail address of *jdoe@knox.edu*. While the server is only visible on campus, it does contain the e-mail address and full name of every person who has a Knox e-mail account. If you mark Category 1, you will be assigned a standard e-mail address, and Knox will remove your name from the server.

_____ **Category 3 – Withhold permanent address and telephone number.** Your name, campus address, e-mail address, campus phone number and class year will be listed in campus directories, but not your permanent address or phone number.

_____ **Category 4 – Withhold local or campus address, e-mail address, and local or campus phone number.** Your name, class year and permanent address and telephone number will appear in telephone directories, but not your local or campus phone number; residence hall or local street address; e-mail address; or campus mailbox number.

_____ **Category 5 – Withhold extracurricular information.** This includes participation in extracurricular activities, and the height and weight of athletes. Athletes who choose this category will not be listed in game programs.

_____ **Category 6 – Withhold photograph.** You will not be included in campus photograph directories.

Name (please print): _____ Date: _____

Signature: _____

RELEASE APPROVAL SECTION

Please do not withhold information about me or my accomplishments. I have not checked any categories above.

Name (please print): _____ Date: _____

Signature: _____