



**Request to Prevent Disclosure of
Directory Information**

Confidentiality of Student Records

Olin College accords all the rights under the Family Rights and Privacy Act of 1974 (FERPA), the Buckley Amendment, to all students. No one outside the institution shall have access to nor will the institution disclose any information from the student's education records (except directory information) without the written consent of students. The following exceptions are permitted under the Act: 1) college officials, staff and others engaged in activities on behalf of the College, 2) in compliance with a lawful subpoena, 3) officials of other institutions where you are enrolled or seek to enroll, or where you received services in connection with placement or participation in internships, practica, affiliations and other programs related to your courses or program at the College, 4) authorized representatives of institutions from which you have received financial aid or applied for financial aid, 5) accrediting agencies carrying out their accreditation function, 6) persons in an emergency in order to protect the health or safety of students or other persons, and 7) parents of dependent students according to the IRS definition.

Certain personally identifiable information from a student's education record, designated by Olin College as directory information, may be released without the student's prior consent. This information includes:

Directory Information:	name, local address and phone number, e-mail address, photograph, degree program and major and minor, dates of attendance, full- and part-time status, degrees, honors and awards.
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A student has the absolute right to prevent disclosure of all directory information including verification of enrollment. If a student wishes to prevent disclosure, the student must complete the Request to Prevent Disclosure of Directory Information below.

Request to Prevent Disclosure of Directory Information

(Valid for the life of the record or until a request to reverse non-disclosure is made in writing to the Registrar's Office)

I, _____ , respectfully request Franklin W.
(Print Full Name)

Olin College of Engineering to not disclose information about me and my enrollment as outlined in the college's explanation of directory information above.

Signature

Today's Date