



Assumption University
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REQUEST FOR CONFIDENTIALITY

The items listed in the following paragraph are considered “directory information” and may be released to the appropriate parties at the discretion of the College. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to withhold the disclosure of all of the items. Written notification to withhold all items must be received by the Registrar’s Office.

Items: the student’s name, address, telephone listing, campus e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, current photo, and the most recent previous educational agency or institution attended by the student.

Assumption College regularly releases information to the media and public to recognize student accomplishments and other aspects of campus life. “Directory information” may be released to the appropriate parties at the discretion of the College for a variety of purposes such as press releases to national, regional and local media; print and web stories; and social media posts.

A request to withhold the above data in no way restricts internal use of the material by the College. **It does, however, mean that you will not be included in press releases disseminated by the College’s Office of Communications that recognize student achievements such as Dean’s List or Commencement announcements, or the stories posted on the College’s website or social media.**

ALL MATERIAL CONFIDENTIAL – I do not wish to have the items referenced above included as directory information. By choosing this option, I understand that all directory information will be held confidential.

If you **HAVE NOT** checked the “All Material Confidential” box, please disregard the item below. You do not need to sign and submit this form.

If you **HAVE** checked the “All Material Confidential” box, please review and respond to the item below. **Then, please sign, date, and submit the form to the Registrar’s Office.**

OKAY FOR PARENTS – If you are requesting a block on your information but you want your parents to receive regular student/parent mailings sent to your home address, please check this box.

SIGNATURE _____ ID # _____

PRINTED NAME _____ DATE _____

NOTE: Requests for confidentiality may be rescinded at any time with written request from the student.