

Non-Disclosure of Directory Information Request

Who needs to use this form?

Students who do not wish to have their directory information disclosed to a third party, complete sections 1 and 2.

-or-

Students who previously requested nondisclosure but now wish to authorize the release of their directory information complete sections 1 and 3.

Important Notes

Directory information is publicly available information contained in the education record. Each school has its own list of directory information. Metro State's list includes name, area of study, dates of attendance, most recent educational institution attended (prior to Metro State), grade level or enrollment status, degrees, honors, awards received, and date of graduation. Metro State does not provide any contact or other information in its list of directory information.

By stopping the release of directory information, employers and others will not be able to verify your attendance and/or graduation as we will not be able to verify that you have had any relationship with Metro State.

How to Submit

When complete, return this form to the Gateway Student Services Center.

SECTION 1: STUDENT INFORMATION

Last name		First name		Middle name	
Mailing address	Unit	City	State	ZIP	County
Metro State student ID number	Metro State email address			Phone number (with area code)	

SECTION 2: NON-DISCLOSURE OF DIRECTORY INFORMATION

I hereby request that Metro State University not disclose any of my directory information. I understand that at any time I may request that my directory information be made public. To do so, I will submit this form with sections 1 and 3 completed to the Gateway Student Services Center.

Signature: _____ Date (MM/DD/YYYY): _____

SECTION 3: DISCLOSURE OF DIRECTORY INFORMATION

I hereby authorize Metro State University to make all current directory information public.

Signature: _____ Date (MM/DD/YYYY): _____

OFFICE USE ONLY

Processed by: _____ Date (MM/DD/YYYY): _____

Contact us: gateway@metrostate.edu | 651.793.1300