

Longy School of Music

Directory Information Confidentiality Statement

The Family Educational Rights and Privacy Act (FERPA) gives you the right to withhold the disclosure of personally identifiable information contained in your education records. FERPA does, however, allow schools to release certain kinds of information, called “Directory Information”, without first obtaining your consent if you agree to such release.

The release of Directory Information is customary at most post-secondary institutions. It allows Longy, for instance, to issue press releases to hometown newspapers with news about you. It allows us to release your enrollment status to a landlord, bank or employer to which you might be applying. It allows us to list your name, address, phone number and email address in a published Student Directory.

Consenting to the release of Directory Information does not mean that Longy is required to release the information to anyone who asks for it. Longy always has the right to exercise judgement in whether to release any information about you. Giving your consent simply means that if Longy judges the release of information to be for a legitimate purpose, it can do so without having to obtain your permission.

You are not required to consent to this release. If you would rather not have Directory Information released without your prior consent, Longy will not release or publish such information. You can also change the status of your information confidentiality at any time.

Directory Information at the Longy School of Music consists of:

Name	Local Address	Permanent Address
Local Phone	Permanent Phone	Email Address
Degrees Received	Honors Received	Enrollment Dates
Major(s)	Enrollment Status (Full Time, Part Time, etc.)	
Class Schedule	Photograph(s) of student	

If you agree to the release of Directory Information, you don't need to return this form. If, however, you want your information withheld, sign and date this form at the bottom and return it to the Registrar's Office.

I, the undersigned, do hereby instruct the Longy School of Music, its administration, faculty and staff, to withhold the release of any education records designated “Directory Information” (defined above) unless my prior consent has been obtained.

Signature of Student

Date

Name of Student (Please Print)

Return signed form to the Registrar's Office