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Boca Raton, FL 33431-5598
Phone: 561-237-7811 Fax: 561-237-7171
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REQUEST TO PREVENT DISCLOSURE

To: All Students

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Lynn University with certain exceptions, obtain written consent before disclosing personally identifiable information regarding your record.

However, Lynn University may disclose appropriately designated "Directory Information" (see the list below) without your written consent unless you advise Lynn to the contrary by signing this form. The primary purpose of Directory Information is to allow Lynn University to include this type of information in certain school publications such as honor roll, recognition lists, graduation programs, or etc.

If you DO NOT want Lynn University to disclose "Directory Information" from your education records without your prior consent, you must notify the Office of the Registrar, by signing this form. This form must be returned to the Office of the Registrar via US mail or in person. Please note that you cannot select individual items from the list below.

Lynn University has designated the following as Directory Information:

- All Addresses
Class
College or School of Enrollment
Dates of Attendance
Dates of Graduation
Date and place of birth
Degrees and/or Honors Awarded
E-mail Address
Expected date of graduation
Full/Part-time Status
ID Photograph
Lynn University ID number
Majors
Merit Scholarship
Participation in officially recognized activities/sport
Student Full Name
Telephone and Text Message listings
Weight and height

Student Name (print): _____ Student ID#: _____

Student Signature: _____ Date: _____
(electronic signature not accepted)

If this request is not received in the Office of the Registrar, it will be assumed that the above information may be disclosed until you indicate otherwise.