



Office of the Registrar
Payne Theological Seminary
1230 Wilberforce-Clifton Rd
P.O. Box 474
Wilberforce, OH 45384-0474
(937) 376-2946 x200

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Payne Theological Seminary Students:

The Family Educational Rights and Privacy Act designates certain information (name, address, phone number, e-mail address, enrollment status, degrees awarded, field of study) related to students as "Directory Information" and gives the Seminary the right to disclose such information to anyone inquiring without having to ask students for permission, unless the student specifically requests in writing that all such information not be made public without their written consent. The categories of "Directory Information" are listed in the FERPA heading on the Registrar's web page. If you wish to withhold the disclosure of all the items listed as "Directory Information," please complete the form below and submit it to the Office of the Registrar.

Placing a privacy restriction on your record will not allow the Seminary to acknowledge your enrollment to anyone who requests verification of enrollment. This would include deferring loan repayments or inquiries from a prospective employer.

I have carefully read the above and request that all "Directory Information" not be disclosed to non-institutional persons or agencies by Payne Theological Seminary without my written permission.

Term (circle one): Fall Spring Summer 20_____

Student's Printed Name _____

Student's Address _____

Today's Date: _____ Student's Signature: _____

Return completed form to the Office of the Registrar