

Vatterott Educational Centers, Inc. (Vatterott") seeks to ensure the accuracy and privacy of student records. To this end, our organization adheres to the guidelines of the Federal Educational Rights and Privacy Act ("FERPA"), as amended, which provides privacy protection for all students.

FERPA permits institutions, within established guidelines, to disclose without a student's consent information the institution deems "directory information." This provision of FERPA enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying degrees earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Vatterott has identified the following items as "directory information": name, address, telephone number, e-mail address, date and place of birth, dates of attendance, major field of study, credit hours earned, degrees earned, honors and awards received, participation in official school activities, and most recent previous educational agency or institution.

You may, however, request that "directory information" not be released without your prior approval. In order to restrict directory information entirely, check the "Complete Restriction" box below, sign and date this form, and return the form to the Registrar. Please be aware that if you elect to restrict the release of all directory information, your name will not appear in institutional publications, and employers, credit card companies, loan agencies and the like will be informed that we have no information available concerning your attendance.

If you wish to have only specific directory information restricted, you may do so by (1) checking the "Partial Restriction" box below and signing and dating this form, (2) executing a signed, written authorization that details the specific information that should be restricted, and (3) attaching the authorization to the form and providing both documents to the Registrar.

Please note, although much of the student information is updated very quickly, other areas may take up to one week before the requested level of restriction is actually in effect (online directory, data warehouse, etc.).

<input type="checkbox"/> <b>Complete Restriction (deny release of all directory information)</b>
<input type="checkbox"/> <b>Partial Restriction (permit release only of directory information specifically listed on attached authorization form)</b>

I have read and understand the consequences of and procedures for restricting and releasing directory information. I hereby request that Vatterott restrict or partially restrict (as indicated above) directory information, which is maintained in my student record.

\_\_\_\_\_  
(Print Student Full Name)

\_\_\_\_\_  
(Student Identification Number)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)