

2010-2011 REQUEST TO RESTRICT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information" and gives the Academy the right to disclose such information to anyone inquiring without having to ask the students for permission, unless the students specifically request in writing that all such information not be made public without their written consent. Directory information is limited to:

- the student's full name, campus address(es), campus telephone number(s), email address(es)
- major field of study, dates of attendance, degree(s) and date(s) received
- the fact of enrollment, including whether the student is enrolled full-time or part-time.

If you wish to continue to allow the release of your directory information, do nothing.

If, however, you wish to withhold the disclosure of all of the items of directory information, fill out the information below and return this form to the Office of the Registrar and Financial Aid. By submitting this form you will restrict the release of directory information. This means that (except as otherwise allowed by law) NO directory information will be disclosed about you to persons or organizations not affiliated with NYFA, including degrees awarded, while the restriction is in effect. The restriction will remain in effect until you notify the Office of the Registrar and Financial Aid to remove it. The address to return this form is:

New York Film Academy
Office of the Registrar
100 East 17th Street
New York, N.Y. 10003

Please consider very carefully the consequences of any decision made by you to withhold directory information, as any future requests for such information from non-institutional persons or organizations (except as otherwise allowed by law) will be refused. However, your information will be made available to Academy officials who may need it to notify you of academic events or to conduct official Academy business. Also, any request to restrict Directory Information will not apply to any specific information release authorization you provide to a Academy official. Any person who believes the Academy is failing to comply with its rules or the federal regulations governing student records is urged to bring it to the attention of the Academy. Complaints of non-compliance may also be filed with:

The Family Educational Rights and Privacy Act Compliance Office
U.S. Department of Education, 600
Independence Avenue, SW, Washington, D.C. 20202.

REQUEST TO RESTRICT DIRECTORY INFORMATION

Name (print): _____ Program: _____

Academy ID: _____

Signature: _____ Date: _____

Office Use Only

Request processed by: _____ Date: _____