

## REQUEST TO WITHHOLD DIRECTORY INFORMATION

Warner Pacific University considers the following to be student directory information which may be released to anyone upon request:

Name  
Campus email address  
Date of birth  
Photograph  
Status as fulltime or part-time  
Major field of study  
Participation in recognized activities and sports  
Dates of attendance  
Degrees and awards received  
Educational institutions previously attended  
Hometown  
Current city of residence  
Height and weight of athletes

This list has been carefully compiled to protect the privacy of students, while still allowing the University to provide outside parties with necessary details about the student's enrollment status (e.g. loan deferments, insurance waivers, loan applications, etc.) It should also be noted that the Records Office *screens calls carefully to determine the legitimacy of the request before giving out any personal information (directory or otherwise) on current students.*

Students who do not wish to have directory information released by the University may complete the request form below and file it with the Records Office. Doing so will prevent university staff from acknowledging the student's enrollment in any public forum including, but not limited to:

Confirming the student's enrollment status to prospective employers, loan companies, etc.  
Displaying the student's name on a placard in classes  
Reading the student's name aloud from an attendance roster  
Including the student's name in a commencement program

Requests to withhold directory information must be re-filed annually in the Records Office. PGS students wishing to have directory information withheld need file only once with the PGS Records Office on the Centre 205 campus.

Please detach at the dotted line, complete the form, and submit to the Records Office.

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## REQUEST TO WITHHOLD DIRECTORY INFORMATION

I, \_\_\_\_\_, hereby request that Warner Pacific  
Name of Student  
University withhold all Directory Information pertaining to my personal and academic records  
during the \_\_\_\_\_ academic year. I understand that this request remains active only  
Current year  
for the current academic year, and that I will be required to refile the request annually should I  
wish to continue it.

Student Signature \_\_\_\_\_

ID No. \_\_\_\_\_ Date \_\_\_\_\_