



Request to Prevent Disclosure of Directory Information

The Family Educational Rights and Privacy Act designates certain information related to students as directory information and gives colleges and universities 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 below:

- student name
- address(es)
- email address
- enrollment status
- graduate degree study (degree/certificate program),
- dates of attendance
- most recent and previous educational institution attended by the student
- spouse name
- telephone number(s)
- photograph
- date of birth
- participation in officially recognized activities
- degrees and rewards received

If you wish to withhold the disclosure of all the items of directory information, or not have your information posted in the student directory on our.mhgs, please fill out this form and submit it to the Registrar's Office.

Once received, all directory information will be withheld until such time that you notify the Registrar's Office that you wish to have the hold removed.

Please consider very carefully the consequences of any decision you make to withhold this directory information, as any future requests for such information from other schools, prospective employers or other persons or organizations will be refused.

I have carefully read the above and request that all my directory information not be disclosed to third parties or placed on the student directory on our.mhgs without my written permission or as permitted by the law.

Last Name

First Name

Student ID Number
(leave blank if unknown)

Student Signature

Date