WHITTIER LAW SCHOOL POLICY REGARDING
DISCLOSURE OF STUDENT INFORMATION

It is the policy of Whittier Law School to release certain limited items of information about enrolled students to any interested party. These items of information are known collectively as "directory information". Whittier Law School considers the following categories of information to be directory information:

- Student name; addresses; telephone numbers; e-mail address;
- dates of attendance; anticipated date of graduation; degrees and awards received, including Dean's List, Honor Roll and graduation honors; student photo; and law school activities participated in by the student.

No other items of student information will be disclosed to any persons or entities outside of Whittier Law School without the written consent of the student, except for certain categories of outside persons or entities specifically exempt by federal law. These exceptions are listed in Whittier Law School's "Student Education Records Policy" which is distributed to students annually and available in the Registrar's Office.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to instruct Whittier Law School to withhold even the "directory information" listed above. In order to instruct the Law School to withhold "directory information", a student must complete the "Request to Prevent Disclosure of Directory Information" portion at the bottom of this form and submit it to the Registrar's Office.

**A NEW FORM MUST BE COMPLETED EACH ACADEMIC YEAR.**

Please consider very carefully the consequences of any decision by you to withhold any category of "directory information." Should you decide to inform the Law School not to release any or all of this "directory information," any future requests for such information from non-Whittier Law School persons or entities (including student government) will be refused.

The Law School will honor your request to withhold any of the categories of information listed above but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the Law School assumes no liability for honoring your instructions that such information be withheld.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Please mark the box and sign below to indicate your instructions that the Law School not disclose your directory information during the current academic year:

_____ Do not release any "directory information" about me. I understand that I must fill out a new "Request to Prevent Disclosure" form at the beginning of each academic year in order to have directory information withheld.

Name____________________________________ ID#____________________

Signature_______________________________ Date__________________

Revised effective Fall 2000 semester