



Request to Restrict Directory Information Form

Office of the Registrar
210 Herrick Road
Newton Centre, MA 02459
800-964-2687 x 212/ fax: 617-965-3528

Name: _____

ID # _____

This form allows you to set a privacy level. The privacy level you select will determine only how ANTS displays this information. ANTS may disclose this information within the School and to the public by other means, as allowed by the federal Family Education Rights and Privacy Act of 1974 (FERPA). The online *ANTS Student Handbook* and in hard-copy format at Registration describes your rights under FERPA.

If you do not return this form to the Registrar's office, your data fields will remain at the default setting of level 3.

The following information has been designated by ANTS as Directory Information:

- Name
- Address permanent & commuter
- Telephone number
- Email address
- Enrollment status
- Dates of enrollment
- Degree
- Anticipated or actual graduation date
- Prior degrees
- ANTS I.D. photograph
- Denomination

Levels of Disclosure:

- 1. Share only as mandated by law or ANTS rules:** Choosing level 1 will effectively block student's data fields (listed above) from publication. ANTS Business Office will not communicate on the phone with anyone, including you, regarding your semester bill.
- 2. Limited display in publicly accessible ANTS directory:** Name, Degree and Denomination, but **no picture** will appear in the ANTS Directory ("Funny book"). ANTS Business Office will communicate with you on the phone regarding your semester bill.
- 3. Display in publicly accessible ANTS directory:** All data fields (listed above) of students who choose privacy level 3 will appear in the ANTS Directory ("Funny book"). ANTS Business Office will communicate with you on the phone regarding your semester bill.

You may change your level at any time by filing this form.

- 1 Share only as mandated by law or ANTS rules 2 Limited display in publicly accessible ANTS directory
- 3 Display in publicly accessible ANTS directory

Signature: _____

Date: _____