

## Privacy of Directory Information

Under the **Family Educational Rights and Privacy Act (FERPA)**, Douglas J Institute and the College of Hair Design may release certain “directory information” without the student’s prior written consent unless the student requests that such information be withheld. For the purposes of FERPA, **directory information** at Douglas J Institute and the College of Hair Design includes the following: student name, honors/awards received, and dates of attendance.

*Please print clearly*

Student Name (Last):	(First):	(M.I.):
Student ID:	Birth Date:	Phone Number (include area code)

### To Invoke Privacy:

I understand that by signing this form, any information designated below will be held as confidential by Douglas J Institute and the College of Hair Design until I notify the Compliance Office in writing that I wish to revoke the Family Educational Rights and Privacy Act. I do not hold Douglas J Institute or the College of Hair Design responsible for list/information already printed, published, or available electronically.

This is to certify that I do not want Douglas J Institute or the College of Hair Design to release ANY information regarding me under the title Directory Information.

### To Revoke Privacy:

This is to certify that I wish to remove my name from the privacy list at Douglas J Institute and the College  of Hair Design. I understand that all information considered Directory Information will now be released including printed and electronic directories.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to:  
Compliance Office  
331 E Grand River Ave, Suite 255  
East Lansing, MI 48823  
compliance@douglasj.com

**Compliance Office Use Only**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_