



**REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION**

**Please Print in Blue or Black Ink**

The following items are designated as “Directory Information” and may be released for any purpose at the discretion of CNM.

- Name
- Dates of attendance
- Major field of study
- Classification
- Certificate(s) and degree(s) awarded
- Honors and awards

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of “Directory Information.”

Please consider carefully the consequences of any decision by you to withhold “Directory Information.” Should you decide to inform the institution not to release this “Directory Information,” any future requests for such information from non-institutional persons or organizations will be refused.

CNM will honor your request to withhold “Directory Information,” but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, CNM assumes no liability for honoring your instructions that such information be withheld.

The withholding of directory information does not apply to reports generated or information released on or prior to the date the request is received.

This form has no expiration date and is valid until you cancel the request by sending a written request to the address listed below.

Please sign below to indicate your approval for the institution to not disclose the “Directory Information.”

Student’s Name \_\_\_\_\_ Student CNM ID \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

On the date this form is received in the Records Office, a confidentiality hold will be placed on the student’s directory information.

**Sign and submit completed form to any CNM Admissions Office. Or, mail to:**

**CNM Records Office, 525 Buena Vista SE, Albuquerque, NM 87106.**

**(Faxed forms will not be accepted.)**