



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	Classification
Dates of attendance	Certificate(s) and degree(s) awarded
Major field of study	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. You will not be able to discuss your with any CNM staff remotely and all CNM transitions must be completed in persons with a valid photo ID (current driver’s license, state ID, government issue military ID, college ID.

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 Enrollment Services Office, a confidentiality hold will be placed on the student’s directory information.

This form can be sent electronically to records@cnm.edu or mailed to

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

Valid picture ID is required when this form is submitted (current driver’s license, state ID, government/military ID, current college ID.

(Faxed forms will not be accepted.)