



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
	Email/Address (under limited circumstances)

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 in which you choose to withhold “Directory Information.” Should you decide to inform the institution not to release “Directory Information,” any future requests from a non-institutional person(s) or organization(s) will be refused.

CNM will honor your request to withhold “Directory Information,” but cannot assume responsibility to contact you for subsequent permission to release information. CNM assumes no liability for honoring your request in which your information is withheld, regardless of the effects this may have on you.

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

This form has no expiration date and is valid until you cancel the request by submitting a written request and copy of valid photo ID to Enrollment Services.

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 can not be accepted.)