



**Minnesota
North College**
A Member of Minnesota State

Request to Restrict Directory Information

Minnesota North College
Records Office
1515 East 25th Street
Hibbing, MN 55746
Phone (Local): 218.293.6850
Phone (Toll free): 888.223.8068

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and subsequent amendments, Minnesota North College designates the following student information as directory information:

- Name
- Hometown (city and state listed in permanent address record)
- Major field of study (program pursued)
- Class status (freshman or sophomore)
- Enrollment status (full-time or part-time)
- Dates of attendance
- Honors, awards, and scholarships received
- Degrees, diplomas, certificates, and dates awarded
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Most recent previous educational institution attended

Directory information is data that may be released or made public for any purpose at the discretion of the College. This information is considered public data under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and as such the College is required to release it upon request except as prohibited by law.

You may request restriction of your directory information and opt out of having this data released to third parties, but we ask that you carefully consider this decision.

- Information release restriction will prohibit Minnesota North from releasing directory information to any third party including, but not limited to, your parents, spouse, high school, potential employer, the Minnesota North College Foundations, or externally contracted parties, except as allowed by FERPA.
- Information release restriction does not prohibit Minnesota North from using the data internally as needed for college business such as processing a financial aid application or including your name in class lists for your instructors.

If you request to restrict release, the following are some examples of what Minnesota North will NOT be able to do on your behalf:

- confirm your enrollment to vehicle insurance companies when asked to for reduced rate eligibility,
- notify your hometown newspaper that you made the honors list or earned a degree,
- verify your inclusion on the honors list to potential scholarship granters,
- list your name in the commencement program,
- tell a potential employer your dates of attendance or what degree you earned, and/or
- highlight your accomplishment if you receive an award.

If you request to restrict release of your directory information, Minnesota North will honor your opt out decision and in compliance with this signed form will not disclose your directory data. Know that we will NOT contact you if someone requests your data and that Minnesota North is NOT responsible for any loss or damage or missed opportunity resulting from your restriction.

If you have questions about data privacy, directory information, or applying this restriction, please contact the Registrar at records@minnesotanorth.edu before signing this form.

- Do not release any of my directory information.** I understand my name will still be used in onsite or online classes. I further understand that Minnesota North is not responsible for consequences that arise out of compliance with my request. This restriction will remain in effect until I provide written notice (using this form) to remove the restriction.

Name: _____ Student ID: _____

Signed: _____ Dated: _____

- Please remove the restriction previously requested for the release of my directory information.**

Name: _____ Student ID: _____

Signed: _____ Dated: _____