



1701 North State Street, Campus Box 150436
Jackson, MS 39210-0001
Web: www.millsaps.edu/records
Email: records@millsaps.edu
Office: Academic Complex, Room 142
Phone: 601-974-1120
Fax: 601-974-1114

REQUEST FOR NON-RELEASE OF DIRECTORY INFORMATION

Student Name: _____

Student I.D.: _____

Per the College Catalog and in compliance with FERPA, Millsaps is allowed to release “directory information” without a student’s consent. Please see Catalog for the definition of directory information. There are two places the student directory information is published: on LOCATE and on the printed directory published by the Communications Department. If you do not want to be on LOCATE, you can fill out this form at any time to be removed. If you do not want to be on the printed directory, please turn this form into the Office of Records by September 15 of each year.

By signing below, you are indicating that you DO NOT WANT your directory information released.

I understand that I **will not be** listed in the Millsaps College directory. I also understand that my my information will not be released **UNTIL FUTHER WRITTEN NOTICE BY ME.**

Signature: _____ Date: _____

FOR RECORDS OFFICE USE ONLY

Processed by: _____ Date: _____