

# NORTHWEST UNIVERSITY

## *Do Not Release—Follow up*

**TERM(Year/Term):** \_\_\_\_\_

Dear Student,

We are contacting you because you have chosen to be on the DO NOT RELEASE ENROLLMENT INFORMATION list. This list restricts the release of **ALL** your identifiable information without your express written permission.

***We want to make sure you understand the ramifications of this decision.***

Enrollment information includes the following (*commonly found on Facebook or other public media*). . .

- Student Name
- Address
- Phone number/email address
- Parent's name and address
- Date/place of birth
- Semester class schedule
- Major field of study
- Roster of participation in officially recognized sports and activities (music ensembles, debate team...)
- Degrees and awards received
- Dates of attendance
- Weight/height on sports roster
- Most recent previous school attended and photograph

**Please note:** *With the exception of required reports to the government, Northwest University does not sell or distribute enrollment lists to any outside organizations or individuals.*

With that in mind, please ***select one box and sign below.***

**I've changed my mind, please REMOVE ME from the DO NOT RELEASE ENROLLMENT INFORMATION List**

**I do** want to be included in

- *Commencement lists and/or program*
- *Honors/awards lists*
- *Rosters of participation (sports, choirs, etc.)*
- *Yearbook or any other media publication (in print or online)*

**I do** want the university to supply enrollment information to:

- *Current, past or prospective employers*
- *Lenders and/or student loan companies*
- *Scholarships, health/medical/auto insurance and others*
- *Practicum/Internship sites*

**KEEP ME ON the DO NOT RELEASE ENROLLMENT INFORMATION List**

*Due to issues related to privacy and personal safety do not release any information regarding my enrollment at Northwest University. I also understand that my name will not appear in any public releases or on any lists as noted above.*

**Please return this form to the Registrar's Office, Davis Administration Building**

Name \_\_\_\_\_

ID# \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_