

Confidentiality of Student Records  
Request for Addition or Removal of Privacy Flag

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy of educational records, establishes the students' rights to inspect their education records, provides guidelines for correcting incorrect or misleading data through informal and formal hearings, and permits students to file complaints with the Family Education Rights and Privacy Act Office concerning alleged failures of the institution to comply with the Act.

The following items are considered public data/information and may be disclosed by the university in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

- Name
- Affirmation of whether currently enrolled
- Campus Location
- School, college, department, major or division
- Dates of enrollment
- Degrees received
- Honors received
- Local address and phone number
- Permanent address and phone number
- E-mail address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Students who prefer that none of the above information be published or disclosed to anyone other than university officials with a legitimate educational interest, may submit this signed form to the Office of the Registrar no later than seven working days from the first day of classes for the fall semester in order for the student's name to not appear in the Campus Directory. Once filed, however, this request becomes a permanent part of the student's record until the student instructs the Office of the Registrar in writing to have their request removed.

**Please note:** this request for confidentiality means that the student's name will not be included on honor roll lists, news stories about commencement, reports given to off-campus groups that may wish to contact you or be included in the Commencement Program. If you request confidentiality, but would like for your name to be included in the Commencement Program and in news stories regarding commencement, you must submit a release in writing to the Office of the Registrar no later than mid-term of the semester in which you plan to graduate.

**Check here for Privacy Flag Removal**

**Check here for Privacy Flag Addition**

I hereby request confidentiality of all student information in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

\_\_\_\_\_  
Student "W" ID Number

\_\_\_\_\_  
Please Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

**For Office of the Registrar Use Only:**

09/06 Recorded \_\_\_\_\_ by \_\_\_\_\_

Folder Number \_\_\_\_\_