UtahStateUniversity
REGISTRAR'S OFFICE

ONE-TIME RELEASE OF DIRECTORY (PUBLIC) INFORMATION

Instructions: This form is to be completed by a student who currently has a block on the release of his or her directory information. The purpose of this form is to keep the directory information blocked, while allowing a one-time exception to the block. This form may be used for many purposes. Some of the more common uses include allowing a student's name to appear on the Dean's List or A-Pin list for a specific college or allowing a student's name to appear in a graduation program. Complete the form with all applicable information and return it to the Registrar's Office. Do **NOT** sign the form until you are in the presence of a staff member of the Registrar's Office, Financial Aid Office, or a Notary Public. A photo ID is required. Present the form to the Registrar's Office, TSC 246.

Directory (Public) Information includes:

Name, User ID (A-Number), local and permanent address, electronic mail address, telephone number, date of birth, residency status, degrees and awards received, most recent institution attended by the student, academic level, major field of study, department or college, enrollment status (undergraduate or graduate, full-time or part-time), participation in officially recognized activities/sports, dates of attendance and graduation, weight/height of members of athletic teams, and photographs.

Student Information

I hereby declare that, although I currently have the release of my directory information blocked and intend to keep it blocked, I give my permission to Utah State University to release my information on a one-time basis according to my directions below. I understand that as long as I continue to keep my directory information blocked, I must fill out a new form every time I want any directory information released.

_____ _____ _____

(Student Name) (A-Number) (Birthdate)

Please indicate below specifically what information you are allowing Utah State University to release, for what purpose, and for which term, if applicable. (e.g., I allow the release of my name and major to appear on the Dean's List website and other places where this list may be printed for the College of HASS for Fall Semester 2008.)

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_____ _____

(Student Signature) (Date)

Witnessed by Registrar's Office or Financial Aid Office Official: _____

If you are not completing this form in the presence of a Utah State University Registrar's Office or Financial Aid Official, this form must be notarized. The original notarized form must be submitted to the Registrar's Office in order to be valid.

Notary Signature: _____ Date: _____

Last updated: 1/29/2009