

# PRIVACY HOLD FORM

**Instructions:** Complete this form with all applicable information, sign and return form to the Registrar's Office, TSC 246. This form may be used to place a Privacy Hold or to release a Privacy Hold on your student records. Picture I.D., either your USU Student I.D. Card, Driver's License, or Passport is required. Mailed or faxed requests **must** include a photocopy of your current Picture I.D. to process the request. Students may also release their Privacy Hold by logging on the QUAD System.

Please Print or Type

Student I.D. Number	Name (Last, First, M.I.)	Date of Birth (MM/DD/YYYY)
Phone Number	Approximate Dates of University Attendance (MM/YYYY to MM/YYYY)	

**Action to be Taken:**  Place a **Privacy Hold** on my records.    or    Release a **Privacy Hold** from my records.

I hereby request that the Registrar's Office take the above indicated action to either restrict or give access to my Directory Information. Directory Information consists of the following: *Name, Address, Phone Number, Date of Birth, Major Field of Study, Participation in Officially Recognized Activities or Sports, Weight and Height of Athletic Members, Dates of Attendance, Degrees and Awards Received, Mosts Recent Previous Educational Agency or Institution Attended, and Current Class Schedule.* I understand that by placing a hold on my records, I will **not** be able to receive any assistance over the phone from USU Offices, and that any specific questions regarding my records **must** be resolved either in person with Picture I.D. or by mail/fax request with photocopy of Picture I.D. and my signature.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

I.D. Verified    Received by \_\_\_\_\_    Changed by \_\_\_\_\_    Date Changed \_\_\_\_\_