



# PRIVACY OF DIRECTORY (PUBLIC) INFORMATION

## Use this form to block the release of Directory Information

**Instructions:** By default, Directory (Public) Information may be released to the public for any student. The purpose of this form is to allow a student exercise his or her right to block the release of Directory Information. 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. This form may also be used to remove the privacy block on Directory Information.

Students at Utah State University are governed by the Family Educational Rights and Privacy Act (FERPA) and its regulations. Under FERPA, Directory Information relating to the student is considered to be public information unless the student formally requests in writing that it be kept confidential. This form serves to process such requests.

### Directory (Pubic) 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.

### Action to be taken (check one)

**Block the Release of Directory Information.** This option will prohibit Utah State University from releasing my directory information except as specified under FERPA. The completion of this form will also prevent the Registrar's Office from releasing my own directory information to me unless I personally present valid identification at the Registrar's Office. Phone requests from me for directory information will not be accepted. Any future requests for such information from persons or organizations unaffiliated with Utah State University will be refused. Specific questions regarding my records must be resolve either in person with picture ID, or by mail/fax request with photocopy of a picture ID and my signature. Utah State University cannot assume responsibility to contact me for subsequent permission to release this information. Regardless of the effect upon me, Utah State University assumes no liability as a result of honoring my instructions that this information be withheld. This restriction will remain in force until I complete a form to change this request.

**Allow the Release of Directory Information (if previously blocked).** This option will revoke any and all previous declarations from me to block the release of my directory information. The revocation allows Utah State University to treat my directory information as public information from this date forward and invalidates any previous instructions to the contrary.

### Student Information

I hereby request that the Registrar's Office take the above indicated action to either block or allow access to my Directory Information as defined above. I have read and understand the consequences of the action requested above. This action will remain in force until I complete a form to change this request.

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(A-Number)

\_\_\_\_\_  
(Birthdate)

\_\_\_\_\_  
(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: \_\_\_\_\_