



## FERPA RESTRICTION FORM

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to a student as “Directory Information” and gives universities the right to disclose such information to anyone inquiring without having to ask the student for permission, unless the student requests in writing that this information not be made public.

The categories of directory information upheld by the university include:

- student name, address and phone number(s)
- e-mail address
- place of birth
- photographs
- major, dates of attendance, enrollment status (full-time, part-time), class year
- previous institutions
- awards, honors (including Dean’s List), degrees conferred including dates
- past and present participation in officially recognized sports and activities
- physical factors (height and weight of student athletes)

If you wish to withhold the disclosure of these items, please print, complete this form and submit to the Center for Enrollment Services as soon as possible. An effective semester must be included. Students are reminded of the FERPA Restriction form in the annual FERPA notification that is included in your fall registration instruction! Information in FERPA is available on the website and in various university publications.

When this restriction is applied to your record, it also prevents your name from appearing on the dean’s list, graduation lists and other university-related publications. Please consider very carefully the consequences of any decision made by you to withhold your “Directory Information”. Any future requests from non-institutional persons or organizations will be refused should you decide to inform the university not to release the above items. ESU will honor your request but cannot assume responsibility to contact you for subsequent permission to release information. It is the student’s responsibility to notify the university if restrictions are to be rescinded.

If you have any questions about this notification, please contact the Registrar at [ferpa@esu.edu](mailto:ferpa@esu.edu).

I have read the above and request that my “Directory Information” not be disclosed by the college without my prior written permission:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Effective Semester: \_\_\_\_\_

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

Last Updated 9/28/15

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**OFFICIAL TRACKING**

Received By: \_\_\_\_\_ in Enrollment Services on \_\_\_\_\_. Tagged to student record on \_\_\_\_\_.