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 as defined by the Federal Regulations include student’s name, address, telephone number, email address, date and place of birth, photographs, major field of study, participation in officially recognized sports, dates of attendance, enrollment status, degrees and awards conferred, grade level (freshmen, junior, etc) and most recent previous educational institutions attended.

If you wish to withhold the disclosure of these items, please print, complete this form and submit to the Student Enrollment Center by the end of the spring semester (5/17/2013) to be effective for the 2013-2014 academic year. If this form is not received by this date, it will be assumed that all directory information may be disclosed. This is your annual FERPA notification! This notice will be posted with your fall registration materials online every spring for the upcoming academic year. A new form must be completed for each academic year.

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”. Should you decide to inform the university not to release the above items, any future requests from non-institutional persons or organizations will be refused. ESU will honor your request but cannot assume responsibility to contact you for subsequent permission to release information.

If you have any questions about this notification, please contact the Registrar at kmorris@po-box.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: ________________________________
Student Type: Graduate or Undergraduate
Major: ________________________________
Student Signature: ________________________
Date: ________________________________

05/13