FERPA Non-Disclosure of Directory Information Request

This form must be completed in person with a photo ID in the Office of the Registrar located in Regent Administrative Center 105

Under the provisions of the Family Education Rights and Privacy Act of 1974 (the "Buckley Amendment"), you have the right to have "Directory Information" withheld from the public. Without the Non-Disclosure of Directory Information Request form, only the following items designated as "Directory Information" may be disclosed to all inquirers.

- Student name
- Campus e-mail address
- Dates of Attendance
- School/College or division of enrollment
- Class (Freshman, Sophomore, etc.)
- Degrees, honors, awards applied for or conferred (including certificates, thesis and dissertation titles) and dates conferred
- Tutors and teaching/research assistants who are students (not names of tutors of individual students)
- Class seating assignment and roster for students enrolled in a common course
- Photo of Student (For additional information on release of Buff One Card photos please refer to this web address) http://registrar.colorado.edu/regulations/ferpa_buff_onecard.html

- Telephone Number
- Previous educational institutions attended
- Majors, Minors and Field of study
- Enrollment status (e.g., full time or part-time student status)
- Expected date of completion in enrolled course of study
- Employment related to student status (e.g., teaching assistant, resident assistant, or tutor)
- Participation in officially recognized activities/sports, including height and weight of athletes
- College Opportunity Fund application and authorization status for Colorado residents
- Student address (including designated local, mailing, and permanent addresses)

1. Please give careful consideration to the consequences of your decision to withhold "Directory Information". Should you do this, any future requests from all non-university persons or organizations for such information, including the fact that you are enrolled, *will be refused*. Our response when an inquiry is received about your student record will be "We have no information about this person".

2. The University will not contact you when a request for information is made, therefore if you DO wish to have information released to any person or organization while the Non-Disclosure Request is in effect, you must provide them with a signed, written release identifying them and giving them permission to obtain the information. No information will be released to anyone, INCLUDING YOURSELF, without proof of identity.

3. The University WILL NOT PRINT your name in graduation, honors and/or awards lists, including newspaper listings, if appropriate, unless you file a second written request to cancel your privacy request one month prior to graduation. Since non-disclosure stays on your record until you file a written request to remove it, please be aware that this WILL PREVENT DISCLOSURE of your information to any/all prospective employers.

4. You must be a registered student during the term for which you are requesting Non-Disclosure of Information.

5. In order to affect any Student Directory which is printed, any requests or cancellation of requests must be submitted by the end of the second week of classes for the given term. After this date, the University cannot guarantee that your directory information will not appear in the printed publication.

6. Your information will not be given out to any third party including yourself via the Integrated Student Information System (ISIS) starting from the effective date forward.

7. The Colorado Open Records Act states that University of Colorado faculty and staff employee records are a matter of public record. Therefore, if you are a student and are also working for the university in a position other than as a Work Study, Student Assistant, Student Trainee or Student Stipend, your faculty or staff-related information is public record.

8. The University of Colorado Boulder provides some campus-wide services that use the campus network identikey. This may be a name-based identification. It is recommended that you change your network identikey to one which is not personally identifiable. You can do this by contacting the Office of Information Technology (OIT) Help Desk at 303-735-HELP.

This request will be honored until you file a written request for the University to cancel it.

Effective Date: _____   Student ID Number: _____

Student Name (PRINT):_____   Student Signature:_____

PLEASE CANCEL THE ABOVE REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION

Cancellation Date:_____   Student Signature:_____