

## ***Request to Withhold/Include Directory Information***

**In relation to the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), only the following information (directory information) may be released to anyone upon request:**

Student's name, addresses including email, telephone number, date of birth, dates of attendance, full time/part time status, date of graduation and degree received, school or college, majors, class, student identification photo, and academic awards or honors.

***The Registration Counter in Griz Central must receive the student's written request on this form during the first two weeks of the semester if he/she wishes this information withheld.***

Full Name  
(print) \_\_\_\_\_

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

*Indicate below your wishes regarding confidentiality.*

*Checking the first item will keep your name out of the University directory the next time it is published and withhold your directory information from third parties.*

*If you have extraordinary concerns, to provide an online warning in the student computer system that you wish extra caution regarding your addresses, check the extra confidentiality item.*

*If you had requested confidentiality previously but now wish directory information be made available to third parties (such as prospective employers), check the include in directory item.*

**I wish to have the directory information described above withheld from third parties.**

**I wish extra confidentiality noted with my addresses as well as directory information withheld.**

**I wish to have my directory information included in the University directory.**

(Authorized personnel within the University will have access to most directory information.)