

# REQUEST TO PREVENT THE DISCLOSURE OF DIRECTORY INFORMATION

## KENT STATE UNIVERSITY Office of the University Registrar

**DIRECTORY INFORMATION:** The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that governs how educational institutions collect and disseminate student records data. University policy 3342-5-08.101 defines the operational procedures and regulations that govern student record data at Kent State University, including the definition of "directory information", which is information that "may be disclosed on an unlimited basis by university personnel in response to oral or written requests." Other student record information is **not** released to parties outside the university without the written consent of the student.



**Please restrict the publication and release of *Directory Information* from my Kent State University educational record. By completing this request, the disclosure of information to non-University parties will occur only with my written permission and WILL RESTRICT ALL OF THE ITEMS IN THE FOLLOWING LIST.** Complete and return this request to the Office of the University Registrar, P.O. Box 5190, Kent State University, Kent, OH 44242-0001, or Room 108 Michael Schwartz Center or fax the request to 330-672-4836.

### Directory Information

*Note 1: Restricting your directory information, will prevent your information from appearing in University publications, such as the student directory, the Commencement Program, Dean's List notification, etc.*

*Note 2: Mail lists are not released to external agencies. This refers to non-academic or non-administrative mailings, such as those by student organizations.*

Demographic Information:	Name
	Local Address
	Permanent Address
	Email Address
	Telephone Number
Academic Information:	Dates of Attendance
	Major Field of Study
	Degrees and Awards Received
	Honors
	Class Standing
	Enrollment Status
	High School Graduated From
	Most Recent Previous Educational Agency or Institution Attended
Other Information:	Participation in Officially Recognized Activities and Sports
	Weight and Height of Members of Athletic Teams

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

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Banner Student ID Number\*)  
*\*Available from your General Student Record Information page in FlashFAST*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(FlashLine User Name)

\_\_\_\_\_  
(Daytime Phone – including area code)

**Note: This restriction will be effective within one business day of its submission and will remain in effect until written notification to remove the restriction(s) is received from the student.**

Clerk Initials: \_\_\_\_\_  
Date: \_\_\_\_\_