

REQUEST TO RESTRICT THE DISCLOSURE OF DIRECTORY INFORMATION (CONFIDENTIALITY OF STUDENT RECORDS)

Student Name: _____ ID: _____

Under the Family Educational Rights and Privacy Act (FERPA), the University of Idaho may not disclose personally identifiable information from your education records without your written consent, unless an exception to the consent requirement applies. One of those exceptions is for information the University has designated as directory information. The University may disclose directory information to any person without your knowledge or consent. However, you have the right to refuse to let the University designate any of your information as directory information. The restriction of directory information will be effective as of the date of receipt of the completed form by the Registrar's Office. This request shall remain in effect until expressly revoked in writing.

Not all disclosures of directory information will be restricted by this request. For example, directory information may be disclosed within the University if a legitimate educational interest exists on the part of the recipient of the Directory Information. Further, there are situations in which the University is allowed or required to disclose personally identifiable information from your education records, including your directory information regardless of whether you request that it remain confidential, without your knowledge or consent.

With certain exceptions, your "education records" include all records that the University of Idaho maintains that directly relate to you. Among other exceptions, if you are a UI employee, it does not include information about your employment.

"Directory Information" includes the following: name; individual photograph or electronic image; local address and telephone number; permanent address and telephone number; electronic mail address; class; academic major; college; full-time or part-time status; academic and other honors; heights and weights of members of athletic teams; specific athletic achievements; letters of commendations; high schools and other academic institutions attended; scholarships awarded; withdrawal date; degree earned and date it was conferred; dates of attendance; and leadership positions in UI organizations.

"Legitimate educational interest" includes a reasonable need to know information because in the course of acting in his or her capacity as a faculty or staff member, employee, or school official, the information is legitimately related to carrying out his or her duties.

By restricting your student directory information, the University will be prohibited from providing any information that would be considered directory information to any person, unless you have provided written consent or another exception to the written consent requirement applies.

Please consider very carefully the consequences of any decision to restrict the disclosure of Directory Information.

I have read this form carefully and understand the consequences of my decision to restrict the disclosure of directory information. I understand that this form does not restrict the disclosure of directory information under all circumstances and that disclosure may be made as permitted by applicable law. I hereby request that the University of Idaho not designate any information from my education records as directory information.

Student's Signature _____ Date _____

I wish to remove any prior request for the restriction of my directory information.

Student's Signature _____ Date _____

REGISTRAR USE ONLY

Processed by _____

Date _____

Rev 09/06/18