



Request to Prohibit Release of Directory Information

The University of Utah • Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT • 84112 • 801-581-8969 • 801-585-7860 fax

Student records at The University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. Under the Act, Directory Information relating to the student is considered to be public information unless the student formally requests in writing that it be kept confidential. This form serves to process such requests.

Directory Information includes:

- Student's name
- Student Identification Number
- Telephone number
- Class standing
- Participation in officially recognized activities or sports
- Most recent previous educational agency or institution attended
- Address
- Major field of study
- Weight and height of members of athletic teams
- Dates of attendance
- Photograph

Instructions:

1. Complete the fields below.
2. Sign and date this form.
3. Submit this form in person, via US mail, or via fax.
4. Copy of a valid photo identification is required to accompany this form, if mailed or faxed.

Student Information:

Student Name: _____ Student ID #: _____

Date of Birth: _____ *Social Security Number: _____

***PRIVACY ACT:** The University confidentially maintains your social security number for routine uses, such as facilitating document matching, verifying your identity, and expediting your enrollment and financial aid. Disclosure of your social security number is voluntary, but a failure to provide your social security number may result in delay and confusion regarding your identity, delay or loss of federal and state financial aid, tax credits, student loan deferments, veterans benefits, and other benefits under law.

I hereby request that The University of Utah PROHIBIT the release of my directory information except as specified under the Privacy Act. I understand that this restriction will remain in force until I complete a form to revoke this request. Revocation forms are available in the Office of the Registrar. I understand the completion of the form will also prevent The University of Utah from releasing my own directory information, including but not limited to the following: Student Identification Number, default password, and other similar information, to me unless I personally present valid identification to the Office of the Registrar. **My phone requests for directory information related to myself will not be accepted.**

Student Signature

Date

FOR REGISTRAR'S OFFICE USE ONLY

Photo Identification _____ Entered _____ Verified _____