

REQUEST TO RESTRICT DIRECTORY INFORMATION DISCLOSURE

In conformity with the Family Educational Rights and Privacy Act of 1974 (FERPA) and subsequent amendments, St. Cloud State University ("SCSU") declares the following items to be directory information.

Directory Information: this data may be released or made public for any purpose at the discretion of the university. You may opt out of having your directory information released, but we ask that you consider this decision carefully.

SCSU Approved Directory Information List:

- Name *(Exception: your name cannot be restricted in on-site or on-line classes as a way to remain anonymous to your classmates.)*
- Major field of study
- Class status (freshman, sophomore, etc.)
- Participation in official recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and dates awarded
- Awards and scholarships received
- Most recent previous educational institution
- Hometown

If you opt out of directory information release, SCSU will still use the data internally as needed for university business such as providing a diploma or issuing a scholarship. SCSU will not, however, release directory information in our directory/address book or to any third party including, but not limited to, your parents, spouse, high school, potential employer, the SCSU Foundation, or externally contracted parties, except as FERPA allows. Examples include: SCSU will not be able to list your name in the commencement program, notify your home newspaper that you made the dean's list, tell a potential employer when you attended or what degree you earned, or highlight your accomplishment if you receive an award.

SCSU will honor your opt out decision and not disclose your directory data in compliance with this signed form, but we will not contact you if someone requests your data and SCSU is not responsible for any loss or damage resulting from your restriction.

If you have questions about data privacy, directory information, or applying this restriction, please contact the Office of Records and Registration (AS-118, registrar@stcloudstate.edu, or phone 320-308-2111) before signing this form.

Do not release any of my directory information.

I understand my name may still be used in onsite or online classes. I further understand that SCSU is not responsible for consequences that arise out of compliance with my request. This restriction will remain in place even if I am no longer enrolled at SCSU unless I provide written notice to remove the restriction (preferably by completing the box at the bottom of this form) to the SCSU Office of Records and Registration (AS-118, registrar@stcloudstate.edu, or fax 320-308-2059).

Name: _____ SCSU Student ID: _____

Signature: _____ Date: _____

Please remove the directory disclosure restriction from my SCSU student record.

Name: _____ Former Name (if Applicable): _____

Signature: _____ Date: _____