

REQUEST TO WITHHOLD DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA) (as amended) protects the privacy of students attending schools that receive Federal funds. Access to academic and behavioral records is limited to students, dependent student parents, and authorized school officials. Signing this form will not change this access.

Definition of Directory Information: The following information is considered directory information and may be released or published without the student's consent.

- Student name
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees awarded
- Class level
- Honor and awards received
- Educational institutions attended
- Campus address and telephone number and student assigned e-mail
- Home address and telephone number
- Cell phone number
- Participation in special academic programs and recognized student activities
- Participation in officially recognized sports
- Weight and height of athletic team members

What happens when a student's Directory Information is restricted?

- By restricting all University of Redlands directory information, the student denies access to current or potential employers, other educational institutions, scholarship committees, insurance companies (health, auto, life, etc.) and other similar third-parties.
- Restrictions on directory information do not apply to in-class communications.
- Student's name may not appear in various programs or brochures printed by the University.

By signing this form, I understand the following:

- My name will be excluded from the lists indicated above.
- I hereby request my Directory Information be withheld.
- The signature on this form is good for one academic year (June through July).
- If you wish the Directory Information withheld at any future time, you need to sign another form during the appropriate year.
- This form supersedes any information form previously signed at the University of Redlands.

Student Name (please **print** clearly)

Student ID Number

Student Signature

Date

Please return this form to:
University of Redlands – Registrar's Office
1200 E. Colton
P.O. Box 3080
Redlands, CA 92373