

**BLOOMSBURG  
UNIVERSITY  
F.E.R.P.A  
Family Rights and Information Privacy Act**

**Request by student to direct the Office of the Registrar  
to not release directory information.**

Print

Name: \_\_\_\_\_  
Last First

Student ID \_\_\_\_\_

Bloomsburg University students wishing to have no personal and/or biographical data information released must complete this form and present it to the Registrar. The withholding of such information will remain in effect until authorization, in writing, is received from the student.

**Generally, it is not university policy to release student information. The FERPA of 1974 allows certain information classified as directory information to be released without student permission**

**Unless a letter, or this form, is received by the Office of the Registrar within 10 days of the first day of the semester, the following information may be made available for the campus athletic brochures, academic honorary lists, graduation lists, etc., and may be accessible as directory information per the Family Rights and Privacy Act of 1974.**

**Information that may be released includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, class schedules and individual student photographs and the most recent previous education agency or institution attended by the student.**

**Specific information such as grades is not included as directory information.**

**Notes:**

1. If you submit this request, a number of campus mailings may not be sent to you. This includes invitation for awards, luncheons, etc. Also, your name will not appear in commencement program and your name will not be included in press releases, including announcements of deans list and graduation. (A waiver for the commencement program appears on the graduation application.)
2. If this request is received after the tenth day of the semester, your name and address may appear in printed directories, but it can be deleted from the electronic directory appearing on the University's World Wide Web page.
3. Even if you submit this request, selected administrative offices, such as Registrar, Financial Aid, Business Office, etc., will have access to your personal/biographical data, but these offices will not provide the information to others including faculty and advisors.

**Student Certification**

By my signature, I certify that I have read the above and agree to the conditions set forth. Furthermore, my signature indicates I will be provided with a copy of this request after signed by the Registrar or designee.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 6 Digit ID Number: \_\_\_\_\_

Recorded by: \_\_\_\_\_  
Registrar or designee