Request for Withholding the Release of Public Information

STUDENT INFORMATION:

Student ID: @ ____________________________ Phone: ____________________________
Name: Last ____________________________ First ____________________________ M.I. ____________

Local Address: ________________________________________________________________
Street __________________________________________________________________________
City __________________________________________________________________________
State ___________ Zip Code __________

REQUIRED SIGNATURE:

Please withhold the release of public information about me until I rescind this request, in writing, to the Office of Records and Registration.

Student Signature: ____________________________________________________________ Date: _________________

RELEASE OF PUBLIC INFORMATION REGARDING STUDENTS:

Public Law 93-380, Privacy Act of 1974, permits the release, for the purpose of identification and record keeping, of the specific items listed below unless a student has submitted a written request that this information not be released.

1. Name.
2. Campus, local or home address, email address, city, state, telephone number.
3. Date, place of birth, weight/height (for members of athletic teams).
4. Student Photo
5. Dates of attendance, most recent or previous educational institutions attended, academic major.
6. Date of graduation and degree/awards received.
7. Student activity participation (including athletics).
8. Information concerning alumni accomplishments.

Each student has the right to prevent the release of directory information indicated above by notifying the Office of Records and Registration in writing. Such notification must be submitted to the Office of Records and Registration no later than the end of the “ADD Period” established by the University for each academic semester or session. Once a written request to withhold information has been received, it will remain in effect until the student rescinds the request in writing to the Office of Records and Registration.

Note: Your name will not appear in any official University publication, including the commencement program. The Privacy Act does establish some specific instances in which public information may be released even though you have requested a public information hold.

Mail or Fax Completed Form to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Road, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.5555

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