



# Request for Withholding the Release of Directory Information

## STUDENT INFORMATION:

Student ID: @ \_\_\_\_\_ Phone: \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street City State Zip Code

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## REQUIRED SIGNATURE:

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

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

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## RELEASE OF DIRECTORY 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. Address (campus, local or home address)
3. Telephone number
4. Program and concentration(s) and minor(s)
5. Student activity participation; including athletics
6. Weight and height (athletic teams)
7. Dates of attendance
8. Full-time, three-quarter time, half-time or less than half-time enrollment status
9. Anticipated graduation date
10. Class level
11. Degrees and awards received
12. Date of graduation
13. All educational institutions previously attended
14. Academic awards, scholarships, and/or honors received
15. Student photograph

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 Rd, Edinboro, PA 16444,**

**Fax: 814.732.2130, Phone: 814.732.3501**

Or Email to: [records@edinboro.edu](mailto:records@edinboro.edu)