

## Office of the Registrar

### **REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION**

Under the provisions of The U.S. Family Educational Rights and Privacy Act of 1974, as amended (FERPA), the items listed below have been designated "directory information" by City University of Seattle, and may be released for any purpose at the discretion of the University.

- Student name
- Mailing address on file
- Date of birth
- Major program of study
- Dates of enrollment (commencement and termination of studies and reason, if known)
- Current enrollment status (i.e., undergraduate or graduate; full-time or part-time)
- Number of credits completed each term
- Degrees earned and dates of conferral
- Honors and awards received
- Photographs
- City University of Seattle e-mail addresses

FERPA gives you, the student, the right to withhold the disclosure of your directory information by the University. Submission of this form will block the release of all FERPA-designated directory information permanently, or until receipt by the Office of the Registrar of your signed, written and dated request to remove the block. (However, the University is required by law to release enrollment and related information to certain organizations, such as to the U.S. Department of Education for students receiving federal aid.)

The University cannot assume either the responsibility to contact you for subsequent permission to release the information, nor the liability for any negative outcome due to the withholding of this information.

*Therefore, you should be aware that if you sign this form to block the release of directory information, it will apply to any and every external party – any person or organization, including any financial institution or employer – who contacts the university to obtain information about you.*

The University will honor your request to withhold information within one week from the date this signed form was received in the Office of the Registrar, and it will remain in effect unless revoked in writing by you through the Office of the Registrar.

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**Printed Name**

CityU ID, SSN or SIN

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**Signature**

Date (mm/dd/yyyy)

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#### **REGISTRAR'S OFFICE USE**

Date Received		Date of Block	
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