

## Law Student Request to Limit Disclosure of Directory Information

The University of the District of Columbia may provide Directory Information in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA). FERPA defines Directory Information as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. This information could be released to any inquirer, at the discretion of the University, unless you specifically request in writing that all or parts of the information be withheld.

To withhold disclosure of Directory Information the following form must be completed and submitted to the Office of the Registrar. A Directory hold or opt out request may be filed at any time with the Office of the Registrar and will be honored by the University until the student officially rescinds his or her opt out decision in writing. In certain circumstances the University may be permitted or required to release information from your file, even if you have submitted this form (34 CFR § 99.31). Also, students may not use FERPA as a basis to limit disclosure of their name or other identifying information in the classroom setting.

Students should carefully consider all aspects of a Directory hold prior to filing such a request. The decision to withhold any category of Directory Information will prompt the University NOT to release any or all of the Directory Information. The University of the District of Columbia will honor your request to withhold information falling under the categories listed below, but does not assume any responsibility to contact you for consent to release it. The University assumes no liability as a result of honoring request to withhold Directory Information.

The University of the District of Columbia has designated the following categories of information about individual students as public or directory, information. Please check (✓) the appropriate boxes below authorizing the University NOT to disclose the following Directory Information:

- |  |  |
|--|--|
| <input type="checkbox"/> Name  | <input type="checkbox"/> Dates of attendance                               |
| <input type="checkbox"/> Addresses   | <input type="checkbox"/> Degrees, honors, and awards received              |
| <input type="checkbox"/> Telephone numbers   | <input type="checkbox"/> Previous institution attended                     |
| <input type="checkbox"/> E-mail addresses  | <input type="checkbox"/> Participation in officially recognized activities |
| <input type="checkbox"/> Date of birth   | <input type="checkbox"/> Participation in athletics                        |
| <input type="checkbox"/> Major field(s) of study   | <input type="checkbox"/> Height and weight of athletes                     |
| <input type="checkbox"/> Enrollment status (including current year, credit load, and full-or part-time status) | <input type="checkbox"/> Photograph  |

Student's Printed Full Name: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: To rescind your request to withhold directory information, you MUST submit your request in writing with your signature verified by a notary public, or present a photo ID to the Office of the Registrar with your written request.**

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### FOR OFFICE USE ONLY

#### Limiting Disclosure:

Photo ID provided:  Yes  No

Printed Name of Registrar's Staff: \_\_\_\_\_

Signature of Registrar's Staff: \_\_\_\_\_

Date: \_\_\_\_\_

#### Rescinding Request to Limit Disclosure:

Photo ID provided:  Yes  No

Printed Name of Registrar's Staff: \_\_\_\_\_

Signature of Registrar's Staff: \_\_\_\_\_

Date: \_\_\_\_\_

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