



UNIVERSITY AT ALBANY

State University of New York

STUDENT REQUEST TO WITHHOLD OR RELEASE DIRECTORY INFORMATION Family Educational Rights and Privacy Act (FERPA) of 1974

Instructions to Student: *Carefully read the information below. After completing the form, sign before a Notary Public, and submit to the University at Albany Registrar's Office.*

Notice of Disclosure and Directory Information

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student. The University, in accordance with FERPA, has designated the following information about students as public (directory) information:

- Name
- Address (local and permanent)
- Academic status (Undergraduate, Graduate, General Studies, etc.)
- Dates of attendance
- Degrees completed
- Major Field of Study
- Honors and Awards

Students have the right to have this directory information withheld from the public if they so desire. If such a request is made, it is the policy of the University that all directory information will be withheld.

The University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, the news media, etc. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in all good faith, will not release directory information requested to be withheld, unless the disclosure meets certain conditions found in §99.31 of FERPA regulations, some of which are listed below:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.



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I, _____, _____
(Student's Name--Print) (Student ID #)

hereby request that the University at Albany, State University of New York,
WITHHOLD / RELEASE (circle one) all directory information from/to the public.

I understand that my written request to withhold directory information will remain in effect until I submit a notarized written request to the University at Albany Registrar's Office to cancel it.

I understand that my request may take up to 5 business days to process.

STATE OF NEW YORK)
COUNTY OF) SS.:

On the ____ day of _____, 20____, before me personally came _____, to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

Notary Public

University at Albany is required to keep the original signed consent form. Students are advised to keep a copy of this consent form with their records.