

KENT STATE UNIVERSITY

REQUEST TO PREVENT THE DISCLOSURE OF DIRECTORY INFORMATION

DIRECTORY INFORMATION: The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that governs how educational institutions collect and disseminate student records data. University policy 3342-5-08.101 defines the operational procedures and regulations that govern student record data at Kent State University, including the definition of “directory information”, which is information that “may be disclosed on an unlimited basis by university personnel in response to oral or written requests.” Other student record information is **not** released to parties outside the university without the written consent of the student.

Complete and return this request to: One Stop for Student Services, First Floor, University Library (Kent Campus), Kent State University, Kent, OH 44242-0001; or fax the request to 330-672-6001.

Please restrict the publication and release of *Directory Information* from my Kent State University educational record.

By completing this request, the disclosure of information to non-University parties will occur only with my written permission and WILL RESTRICT ALL OF THE ITEMS IN THE FOLLOWING LIST.

DIRECTORY INFORMATION

Note: Restricting your directory information, will prevent your information from appearing in University publications, such as the student directory, the Commencement Program, Dean’s List notification, etc.

Note: Mail lists are not released to external agencies. This refers to non-academic or non-administrative mailings, such as those by student organizations.

Demographic Information:

- Name
- Local Address
- Permanent Address
- Email Address
- Telephone Number
- Enrollment Status
- High School Graduated From
- Most Recent Previous Educational Agency or Institution Attended

Academic Information:

- Dates of Attendance
- Major Field of Study
- Degrees and Awards Received
- Honors
- Class Standing

Other Information:

- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams

(Print Student Name)**(Student Signature)****(Kent State ID Number)***Available on your My Account page in FlashLine.***(Date)****(Daytime Phone-including area code)****(FlashLine User Name)**

Note: This restriction will be effective within one business day of its submission and will remain in effect until written notification to remove the restriction(s) is received from the student.

Clerk Initials: _____

Date: _____