

## FERPA Non-Disclosure Form

The University staff is committed to abiding by the guidelines of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. FERPA stipulates that each college/university in the U.S. maintain the privacy of student records, notify students of the location of all "official records" kept by the University on students, and make adequate provisions for students to examine their own records upon formal request. Please contact the Office of the Registrar for additional information.

### REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION FOR THE ACADEMIC YEAR

To: All Santa Clara University Students

The items listed below are designated as "Directory Information" and may be released at the discretion of Santa Clara University.

Under the Provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform the University not to release any or all of this "Directory Information", any future requests for such information from non-institutional persons or organizations will be refused.

The University will honor your request to withhold any of the categories listed below, but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the University assumes no liability for honoring your instructions that such information be withheld.

Please mark the appropriate category and affix your signature below to indicate your disapproval for the University to disclose the following public or "Directory Information."

1. \_\_\_\_\_ Name and any reference to your attendance, including all categories listed below.
2. \_\_\_\_\_ Address, telephone number (includes permanent, local and e-mail addresses).
3. \_\_\_\_\_ Dates of attendance, expected graduation date, class, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).
4. \_\_\_\_\_ Date and place of birth.
5. \_\_\_\_\_ Most recent previous institution attended.
6. \_\_\_\_\_ Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes). (Also contact Athletics Department)
7. \_\_\_\_\_ Photographic image

Are you in your last term of enrollment at Santa Clara? \_\_\_Yes \_\_\_No

(If you are in your last term of enrollment, non-disclosure status will remain in effect until you request in writing that it be removed.)

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Student ID # \_\_\_\_\_

**If this form is not received in the Office of the Registrar prior to the second week of class, it will be assumed that the above information may be disclosed for the remainder of the academic year. The non-disclosure will remain in effect until just before the following Fall term begins. A new form for non-disclosure must be completed each academic year.**

**Please Note:** "Former or current borrowers of funds from any Title IV student loan program should note carefully that your request for non-disclosure of information will have no effect on preventing Santa Clara University from releasing information about you pertinent to employment, enrollment status, current address, and status of your loan account to a school lender, subsequent holder, guarantee agency, U.S. Department of Education or an authorized agent."