

Request to Restrict Directory Information

The *Family Educational Rights and Privacy Act* designates certain information related to students as *directory information*. The Act gives the University the right to disclose directory information, when requested, to non-university personnel without having to ask students for permission, unless the student has specifically requested in writing that *all* such information not be made public without their written consent. Student records will continue to be available to members of the faculty and staff who have a legitimate need for them, as determined by the administrator of the office responsible for maintenance of the record.

If you wish to withhold the disclosure of all directory information¹, complete this form and submit it to the Office of the Registrar. Once received, all directory information will be withheld and this block will permanently remain on your record until you request in writing that it be removed. This means that if you have a block on your directory information at the time you graduate or withdraw from the university, the university will be unable to comply with any requests received after your departure.

Please consider very carefully the consequences of any decision you make to withhold directory information, as any future requests for such information from other schools, prospective employers or other entities will be refused (e.g., the university will *not* be able to confirm your degree to a prospective employer). Purdue Fort Wayne will honor your request to withhold all directory information, but will not assume responsibility to contact you every time a request is received. Regardless of the effect upon you, Purdue Fort Wayne assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that **all** my directory information **not** be disclosed to third parties without my written permission or as permitted by the law. I understand that this request can only apply to actions of the University subsequent to this date, and that this request is applicable only to directory information maintained by the Office of the Registrar and financial information housed in the Office of Financial Aid.

In order to request service from these offices, I understand that I must visit them in person and provide my photo ID, or send an email from my Purdue email account. All other methods of inquiry receive the following response, "The university has no information on this individual".

LEGAL NAME: LAST NAME	FIRST NAME	STUDENT IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER
ADDRESS	TELEPHONE	
CITY, STATE, ZIP		
STUDENT SIGNATURE	DATE	

Photo ID Required to process **Emailed forms and emailed photo identification will not be accepted.**

¹At Purdue University Fort Wayne, directory information includes name; local address and telephone number; college/school, field of study, classification, and credit hour load; dates of attendance, degrees, honors or awards; participation in officially recognized activities and sports; and weight, height and position of members of athletic teams.

OFFICE USE ONLY

Action taken: SPAPERS Completed

DATE

SIGNATURE