



## Request to Opt-Out of Directory Information

The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of student education records. Student records may include, but are not limited to, financial/financial aid information, academic, and/or judicial/student conduct.

Such information contained in an education record is protected under FERPA with the exception of directory information or as defined by the U.S. Department of Education. USU may release directory information without the student written consent. USU has defined directory information as:

- Name
- Date of Graduation
- Degrees and Honors Received
- Photos
- Major Field of Study
- Dates of Attendance

If you elect to opt-out and restrict all directory information by signing and submitting this form to the Office of the Registrar no information will be released without your written consent. Please be advised that employers, credit card companies, scholarship organizations, and other third parties will be denied any directory information including informing them that we have no available attendance about you at USU.

There is one exception and that is the use of your name and degree (not including any honors) for Commencement program during that ceremony. All other directory information will remain restricted. Please note that if you have authorized an individual access to your educational record that information will be released. It is the student's responsibility for removing any authorized user(s) from accessing educational records.

Select One:

OPT-OUT from release of directory information, including my USU email address. I understand that this restriction is in effect until I am no longer considered an active student.

OPT-IN to allow my directory information to be released as allowed under FERPA. This release will remain unless student has submitted an OPT-OUT form.

Student Name (Print)

Student ID

Student Signature\*

Date

\*MUST be a wet signature. Typed signatures will not be accepted.

Return this completed form to the Office of the Registrar at [registrar@usuniversity.edu](mailto:registrar@usuniversity.edu).

FOR OFFICE USE ONLY

Processed by and date: \_\_\_\_\_