



Office of the REGISTRAR

Non-Disclosure of Directory Information

Student Information (Please Print)

Name: _____ Student ID: _____

Previous Name: _____ SSN (Last 4 Digits Only): _____

Email: _____ Phone Number: (____) _____ - _____

Non-Disclosure Information

The Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. FERPA regulations allow you, the student, to have some control over who is allowed to have access to your school records and personal information. For further information about FERPA, please see the University of North Alabama FERPA Policy.

At the University of North Alabama, the following information about a student can, by law, be released to the general public and may be listed in campus directories and publications.

Name, Permanent and Local Addresses, Telephone Listing, E-mail Addresses, Degree Program(s)/Major(s), Dates of Attendance, Enrollment Status, Degree(s)/Award(s) Received and Date(s), High School(s) and Other Colleges and Universities Attended, Date and Place of Birth, Participation in Officially Recognized, Organizations, Activities and Sports, Weight and Height of Members of Athletic Teams, Photographs and Digital Imaging

No other student information is released to non-university personnel without your written permission. By completing this form, you will be requesting that information **NOT** be released to non-university personnel or listed in the campus directory.

Some of the effects of your decision to request confidential status will be that you must make all address changes with a signed authorization or in person with a form of ID; friends or relatives trying to reach you will not be able to do so through the University; information that you are a student here will be suppressed, so that if a loan company, perspective employer, family member, etc., inquire about you, they will be informed that we have no record of your attendance here.

UNA will honor your request to withhold any directory information item but cannot assume responsibility to contact you for subsequent permission to release them. Your request for non-disclosure will remain in effect until rescinded in writing. Please consider very carefully the consequences of any decision by you to withhold directory information.

Please Note: Non-disclosure of directory information does not prevent UNA from disclosing personally identifiable information from a student's record to authorized representatives of federal, state and local agencies when that disclosure is in connection with financial aid for which the student has applied or which the student has received, or any of the other exceptions to signed consent found in §99.31 of the FERPA regulations.

Again, once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

Authorization – Signature

Student's Signature: _____ **Date:** _____

**By signing this form you authorize UNA to withhold your directory information according to the above information.*

Official Use Only

Processed By: _____ **Date:** _____
Office of the Registrar