



2020-2021 REQUEST TO RESTRICT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as “Directory Information” and gives the University the right to disclose such information to anyone inquiring without having to ask the students for permission, unless the students specifically request in writing that all such information not be made public without their written consent. Directory Information for external disclosure and purposes is limited to: the student's full name; major(s) or field(s) of study; dates of attendance; degree(s), certificate(s), honor(s) or award(s) and date(s) received for each; and the fact of enrollment, including whether the student is enrolled full-time or part-time, undergraduate or graduate. Directory Information for internal disclosure and purposes is limited to: the external disclosure of Directory Information listed above; OHSU address(es); OHSU telephone number(s); and OHSU email address.

If you wish to continue to allow the release of your Directory Information, do nothing.

If, however, you wish to withhold the disclosure of Directory Information, fill out the information below and return this form to the OHSU Office of the Registrar by November 30, 2020 (forms will also be accepted throughout the remainder of the academic year). By doing so you will restrict the release of Directory Information. This means that (except as otherwise allowed by law) no Directory Information (including degrees awarded) will be disclosed about you while the restriction is in effect. The restriction will remain in effect until you notify the Office of the Registrar to remove the restriction. The address to return this form is: OHSU Office of the Registrar, 3181 SW Sam Jackson Park Road L109, Portland OR 97239 or via email at regohsu@ohsu.edu.

Please consider very carefully the consequences of any decision made by you to withhold Directory Information. Even with a restriction in place, your information will be made available to school officials who may need it to notify you of academic events or to conduct official University business. Also, any request to restrict Directory Information will not apply to any specific information release authorization you provide to a school official. A copy of the Education Records Policy explaining this may be obtained from the OHSU Office of the Registrar or online at OHSU’s [Academic Policies Website](#). Any person who believes the University is failing to comply with its rules or the federal regulations governing student records is urged to bring it to the attention of the University. Complaints of non-compliance may also be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

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Name (print): _____ Program: _____

University ID: _____

Signature: _____ Date: _____

Office Use Only

Request processed by: _____ Date: _____