

## Nondisclosure of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education records. To review your records, you may go to Enrollment Services and complete a Request to Review Education Records form. Enrollment Services will have your records available for review within 45 days from the date of receiving the written request.
- The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education’s Student Privacy Policy Office a complaint concerning alleged failures by the University to comply with the requirements of FERPA.
- The right to obtain a copy of the University’s student records policy. A copy of the policy can be obtained from Enrollment Services.

**Review the complete [ATSU FERPA policy](#), located on the Enrollment services website.**

The items listed below are designated as “Directory Information” and may be released for any purpose at the discretion of the University. However, our policy is to not release information outside the institution without written authorization from the student, unless ATSU deems it to be in the student’s best interest. ATSU assumes no liability, if honoring your instruction, if the withheld information results in a negative effect for you.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of any or all “Directory Information” items.

Please consider very carefully the consequences of any decision by you to withhold “Directory Information” items. Should you decide to inform the institution not to release any or all of the “Directory Information” items, all future requests for such information from non-institutional persons or organizations will be refused, including parties completing enrollment or licensure verifications. If you request a FERPA hold on **any** of your information, you will not be listed in the online student directory in the ATSU portal.

**Please select items you do not want disclosed**

Name	Enrollment Status	Class Schedule
Primary Address	Previous Institution(s) Attended	Photograph
Telephone Number	Awards	Expected Graduation Date
Email Address	Honors	Program(s) of Study
Dates of Attendance	Degree(s) Conferred with dates	Limited release - Date of Birth*
Class year (if applicable)	Class Roster	

\*DOB will only be released to official agencies as required for matching student records or as a validation of positive identification when furnished by the person making an inquiry.

**Sign and submit to request the above selected “Directory Information” items for nondisclosure.**

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

Printed Name \_\_\_\_\_ ATSU Email \_\_\_\_\_

*This request for non-disclosure will remain in effect until Enrollment Services is notified in writing to remove the restriction.*