



Request to Invoke or Revoke FERPA Block of Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records. "Education records" are "those records, files documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution. Generally speaking, FERPA allows the University to disclose education records or personally identifiable information from education records in the following circumstances: with the written consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information.

Under FERPA, directory information relating to the student is considered public information unless the student formally requests in writing that it be kept confidential. This form serves to process such requests. This form may also be used to remove the privacy block on directory information. Public information that cannot be restricted includes whether the individual was ever enrolled and degrees awarded.

Action to be taken (check one)

- Request to invoke: Block the release of directory information.** This option will prohibit Northwestern Health Sciences University from releasing my directory information except as specified under FERPA.
- Request to revoke: Allow the release of directory information.** This option will revoke any and all previous declarations from me to block the release of my directory information.

Northwestern Health Sciences University has defines Directory information as being limited to the following:

- Student's name
- Local, permanent, and email addresses
- Telephone listing
- Place of birth
- Major fields of study
- Dates of attendance
- Enrollment status
- Degrees, awards, and honors received, including selection criteria
- Most recently attended previous educational institution
- Expected graduation date
- Participation in officially-recognized activities
- Student parking permit information
- Job title and dates of employment when employed by the university in a position that requires student status
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Student Information

I hereby request that the Registrar's Office take the above indicated action to either block or allow access to my directory information as defined above. I have read and understand the consequences of the action requested above. This form, and any subsequent requests, must be signed in person with picture ID or signed and notarized. I understand this action will remain in force until I complete a form to change this request.

Last Name First Name

Student Identification Number

Student Signature

Date

This form should be submitted to the **Office of the Registrar, 2501 W. 84th Street, Bloomington, MN 55431**