

# Confidentiality Status Request Form



## OFFICE OF THE UNIVERSITY REGISTRAR

FIRST FLOOR, CHUBB HALL, 1 OHIO UNIVERSITY DRIVE, ATHENS, OH 45701-2979  
PHONE 740.593.4191 | FAX 740.593.0216 | EMAIL registrar@ohio.edu | WEB ohio.edu/registrar

---

By signing this form I am exercising my right to request non-disclosure of my personally identifiable directory/public information, consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. I am requesting that all of the items listed below as directory/public information not be released to non-institutional persons or organizations.

Ohio University has designated the following items as directory/public information that may be released to the public without the student's consent: student's name; residence hall, mailing, and home addresses; local or landline, cell (if designated as public), and permanent telephone numbers; University email address; current major program(s); participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of enrollment at Ohio University; degrees and awards received from Ohio University, including dates and major programs; previous educational agencies or institutions attended by the student; student's "also known as" (AKA) name; student standing and degree level (1st year undergraduate, 2nd year graduate, etc.); enrollment status (full time, etc.), including total hours enrolled by term; primary advisor; expected graduation date; current college and campus; residency status (Ohio resident, out-of-state student); admission status (new, continuing, etc.); record hold(s); and deceased status.

Relative to such directory or public information, the University gives annual public notice of the categories of information that are directory information. Students may order the University to not disclose this information without their consent by completing this form and delivering it to the Office of the University Registrar. Students who do not want to be listed in the Ohio University online people search must complete this form and submit it to the Office of the University Registrar, first floor lobby, Chubb Hall, or fax the completed, signed form to 740.593.0216. The non-disclosure order will remain in effect until the student rescinds it in writing.

### I understand and agree to the following:

1. That if I submit this form to the Registrar's Office my computerized records in the student information system will be flagged, indicating non-disclosure, and my listing in the Ohio University online people search will disappear.
  2. That my non-disclosure order status may result in undesirable repercussions from denied enrollment and degree verification to persons, agencies, and institutions requesting this information for employment, insurance discounts, school transfer, or related purposes.
  3. That this non-disclosure order is permanent. I must remove the non-disclosure order by signing a written release before graduation if I want to be listed in the graduation commencement program.
  4. That I may submit written permission for subsequent disclosures on a case-by-case basis without affecting my overall confidentiality status.
- 

**Printed Full Name:** \_\_\_\_\_

**Student Identification Number (PID):** \_\_\_\_\_

I have read and understand the above information.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return form to:** \_\_\_\_\_

Office of the University Registrar  
Chubb Hall  
1 Ohio University  
Athens OH 45701  
Fax: 740.593.0216