


Setting Your FERPA Restrictions

To restrict the release of your directory/public information, you must complete and submit the FERPA Directory Restriction form located on your Student Center.

1. Click the drop-down menu in the Student Center **Personal Information** section.
2. Select **FERPA Directory Restrictions** from the drop-down menu.
3. Click the **Go** icon  to open the form.



4. Click the **Edit FERPA/Directory Restrictions** link.

Student: [REDACTED] [3rd Party Release](#)

Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.

Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.

Effective Date:	Seq:	Time Stamp:
09/10/2010	3	09/10/10 10:01:43.000000AM

Directory Restrictions [Customize](#) | [Find](#) | [1-4 of 4](#)

- All Address Types and Address Information
- Date of Birth
- All Phone Types and Phone Information
- Place of Birth

Update User: [REDACTED] [REDACTED]

[Edit FERPA/Directory Restrictions](#)

NOTE: If restrictions have been placed in a previous session, they will appear here.



- Click the **+** (plus sign) icon to activate the **Field Restrictions** check boxes.

FERPA Directory Information Hold
 Checking any box below means that information will not be released
Student: [redacted] [redacted]
Effective Date: 09/10/2010 **Sequence:** 3 **Restrict All** **Release All** **+**
Field Restrictions

<input checked="" type="checkbox"/>	Date of Birth
<input type="checkbox"/>	Names - Hold All Directory Information
<input checked="" type="checkbox"/>	All Address Types and Address Information
<input type="checkbox"/>	All Phone Types and Phone Information

- Check the boxes next to the corresponding information you wish to have withheld.
- Click **Save** to record your preference. This information is now considered confidential.

FERPA Directory Information Hold
 Checking any box below means that information will not be released
Student: [redacted] [redacted]
Effective Date: 10/23/2013 **Sequence:** 1 **Restrict All** **Release All** **+**

Field Restrictions

<input type="checkbox"/>	Names - Hold All Directory Information
<input type="checkbox"/>	All Address Types and Address Information
<input type="checkbox"/>	All Phone Types and Phone Information
<input type="checkbox"/>	Athletics and Extracurricular Activities
<input type="checkbox"/>	Major Field of Study
<input type="checkbox"/>	Classification by Year
<input type="checkbox"/>	Number of Hours Enrolled
<input type="checkbox"/>	Number of Hours Completed
<input type="checkbox"/>	Weight of Members of Athletic Teams
<input type="checkbox"/>	Height of Members of Athletic Teams
<input type="checkbox"/>	Dates of Attendance
<input type="checkbox"/>	Withdrawal Dates
<input type="checkbox"/>	Degrees
<input type="checkbox"/>	Scholarships
<input type="checkbox"/>	Honors
<input type="checkbox"/>	Awards Received and Type
<input type="checkbox"/>	Awards Received and Date Granted
<input type="checkbox"/>	Student Photo

Save

