

**REQUEST TO DECLINE  
RELEASE OF DIRECTORY INFORMATION**

I, \_\_\_\_\_, (student name) request that my Directory Information, described in the Family Rights and Privacy Act (FERPA) not be released to third parties off campus, or to those on campus without a “need to know”. I understand that this means that all of the following will not be released:

**Directory Information** as designated by Heidelberg University includes:

- Name
- Enrollment Status
- Photo
- Heidelberg assigned Email address
- For athletes, participation on specific teams, height and weight are also released.
- Dates of attendance
- Class (Gr, Fr, So, Jr, Sr)
- Major field of study
- Degrees at this institution
- Date of graduation
- Honors and awards
- Campus Center mailbox #

As a consequence, I agree to the following:

- I will personally defer any student loans via the OASIS online form each semester directly with my grantors, rather than have my data submitted electronically to the National Student Clearinghouse.
- I will provide at my expense a transcript to any person seeking to verify my enrollment/degree. No enrollment or degree verifications will be done by the National Student Clearinghouse or by phone.
- No press releases will be available in my name for publication or University Publications such as programs and commencement programs.
- No photos of me will be used in University publications including printed materials, website, social media or other materials.

Check one:

This request is only effective for the academic year of \_\_\_\_\_.

This release is effective until such time as I revoke it, in writing, to the Office of the Registrar.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Date

Name (and dates) of University Officials to whom release has been forwarded:	Advisor _____
Director of Marketing/Comm. _____	Vice President for Finance _____
Staff supervisor of Kil _____	Dean for Student Affairs _____
Staff Supervisor of Yearbook _____	VPAA/Provost _____
Vice presidents will inform staff to protect the student from routine mailings to third parties.	