



**Central Connecticut State University
Office of the Registrar**

FERPA

***Student Request to Prevent
Release of Directory Information***

The following excerpt is taken from the Central Connecticut State University Undergraduate Catalog under "Public Access to Student Records" .

"The University may, or under the Freedom of Information Act, may be required to, disclose, without consent, "directory" information. Central Connecticut State University identifies directory information in its University Catalog to include: student's name, address, telephone number, dates of attendance, class standing, photographs, academic major, minor and concentration, degree candidacy, degree(s) earned and any awards received. Additional information that is also considered directory information includes participation in officially recognized activities and sports, and the weight and height of members of an athletic team.

Under the provisions of FERPA (Family Education Rights and Privacy Act), each student has the right to suppress the release of the directory information identified above. If you take this path, all requests from outside the institution from individuals or organizations for 'directory' information will be denied. Please keep in mind that this will prohibit the verification of attendance regarding possible employment inquiries.

Student Name: _____ CCSU ID: _____

Academic Year: _____

By signing on the line below, you are requesting that all directory information be withheld for the academic year listed above.

Student Signature: _____ Date: _____

Please bear in mind that your request to suppress the release of directory information must be renewed each academic year. Failure to apply for a renewal before the beginning of the next academic year will result in the release of directory information upon request.