Fort Hays State University
Registrar's Office

REQUEST FOR CONFIDENTIALITY OF DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA) gives all current or former students the right to make **all** of their Directory Information confidential. If you wish to restrict **all** of your Directory Information, it will be considered confidential and will not be released to non-institutional persons or organizations. The items listed below are designated as Directory Information by Fort Hays State University (FHSU).

- Student name
- Current mailing address
- E-mail address
- Telephone number
- Grade level
- Major field of study
- Participation in officially recognized activities
- Weight and height of athletic team members
- Dates of attendance
- Degrees
- Awards received
- Most recent previous educational institution attended

Please check one of the following:

☐   I wish to **restrict all** of my Directory Information as listed above.
[] I request this restriction to be in effect through the end of the _____Semester of _____(year)
<p align="center">OR</p>
[] I request this restriction to be in effect until I make written request that the restriction be removed (forever).

By checking this option, I understand that

- All future requests for Directory Information from non-institutional persons or organizations will be denied.
- Degree verifications through the National Student Clearinghouse will not be available.
- Placing a privacy restriction on my record will prohibit the university from acknowledging my enrollment to anyone who requests verification of enrollment. This would include deferring loan repayments or inquiries from a prospective employer.
- My name will not appear in the commencement program at graduation.

☐   I wish to remove the restriction I previously placed on **all** of my directory information,

_____

Print Name   Signature

_____

FHSU ID   Date

This form must be signed and returned to: Office of the Registrar
Fort Hays State University
Picken Hall 302
600 Park Street
Hays, KS 67601
785-628-4222