



## Request to Withhold/Release Directory Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Colorado State University-Pueblo's practice in regard to student record keeping and access is based on the provisions of FERPA.

Under FERPA, schools may disclose, without consent, **directory information**, collectively or individually. Colorado State University-Pueblo does publish several bulletins, lists, brochures, catalogs, directories, yearbooks, annuals, guidebooks, news releases, sports information, honor rolls, commencement items, etc., containing this directory information which specifically identifies students and information about them.

Under FERPA, students have the right to withhold the disclosure of **directory information**. A student, by the end of the second week of classes, may notify the Records Office (ADM 202) in writing that directory information should not be released without prior written consent by completing this "Request to Withhold/Release Directory Information" form. If a student later wants this information released, he/she needs to complete a new "Request to Withhold/Release Directory Information" form. Forms will be accepted after this deadline, but we cannot be responsible for the release of **directory information** prior to receiving the completed form in the Records Office.

Please consider carefully the consequences of any decision to withhold **directory information**. Should you decide to inform this institution not to release **directory information**, any future request for such information from non-institutional persons or organizations will be refused. For example, the university would be unable to verify degree, major field of study or dates of attendance to potential employers, for insurance purposes, etc.

The withheld directory note **will remain on your records after graduation**.

CSU-Pueblo will honor your request to withhold the information listed, but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, CSU-Pueblo assumes no liability for honoring your request for information to be withheld.

*Should you decide to withhold **directory information**, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information (for example, the release of a transcript for employment purposes). You may also choose to cancel withhold directory.*

**Please refer to the most recent university catalog for specific rights regarding students' educational records.**

**CSU-Pueblo Directory information includes the following:**

- student name
- address(es)
- email address
- telephone number(s)
- date and place of birth
- classification (student level)
- major field(s) of study
- participation in officially recognized activities and sports
- weight and height of athletes
- dates of attendance
- potential graduation date
- degrees granted and dates conferred
- awards received
- full or part-time status
- video and photographic images of students with the exception of the official CSU-Pueblo identification photograph
- Other recent previous educational agencies or institutions attended

### DIRECTORY INFORMATION WITHHOLD/RELEASE FORM

#### Withhold Directory Information

I want **directory information** (all items listed above) to be *withheld*.

I wish to prevent the disclosure of my **directory information** and understand the consequences of doing so.

Name (print) \_\_\_\_\_

PID # \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

From the date this form is **received** in the Records Office, we will honor your request to withhold directory information until /if you choose to remove this designation. You may authorize the release of this information in writing on a transaction-by-transaction basis without removing the withhold directory designation.

#### Release Directory Information

I want **directory information** (all items listed above) to be *released*.

I no longer wish to prevent the disclosure of my **directory information** and release Colorado State University-Pueblo from any responsibility to withhold open **directory information**.

Name (print) \_\_\_\_\_

PID # \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

From the date this form is **received** in the Records Office, we will honor your request to release directory information.

Return this form to the Colorado State University-Pueblo Records Office, 2200 Bonforte Boulevard, Pueblo, CO 81001  
Or fax to: 719.549.2419 (Call 719.549.2462 to ensure faxes have been received)