



## **Guidelines to Protect the Privacy of Student Records at the University of Louisville**

### **Request to Withhold Disclosure of Directory Information**

To: All students in the University of Louisville

The items listed below are designated as “directory information.” They are not generally considered harmful or an invasion of privacy if disclosed, and they may be released at the discretion of the university. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to direct UofL to withhold the disclosure of your directory information. UofL will comply with your request for non-disclosure of directory information, although it may take as long as two business days for the university to process the change.

Please consider very carefully the consequences of any decision by you to withhold directory information. Should you decide to instruct the University of Louisville not to release your directory information, any future requests such as those from potential employers and other interested parties without the student’s written permission will be refused.

The university will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the university assumes no liability for honoring your instructions that such information be withheld.

Students may direct the university to withhold disclosure of EITHER Category A (address information) OR Category B (all directory information, including address information) listed on page two. Please check the appropriate category and affix your signature below to indicate your instructions to the university to withhold disclosure.

DO NOT  
DISCLOSE

CATEGORY

Category A: ADDRESS  
INFORMATION:

Postal addresses  
Email address  
Telephone number

DO NOT  
DISCLOSE

CATEGORY

Category B: ALL DIRECTORY  
INFORMATION:

Name  
Postal addresses  
Email address  
Telephone number  
Date (month and day only) and place  
of birth  
Major fields of study  
Classification (freshman, sophomore,  
etc.)  
Enrollment status (full-time or part-  
time)  
Enrollment unit (A&S, Music, Kent  
School, etc.)  
Residency status  
Participation in officially recognized  
activities & sports  
Weight and height of athletic team  
members  
Dates of attendance  
Degrees and awards received  
Most recent previous educational  
agency or institution attended

PLEASE PRINT all but signature:

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

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

Enrollment Unit: \_\_\_\_\_

Student ID no. : \_\_\_\_\_