



SEATTLE UNIVERSITY

OFFICE OF THE REGISTRAR

901 12th Avenue

P.O. Box 222000

Seattle, WA 98122-1090

(206) 220-8030; Fax: (206) 296-2443

Email: registrar@seattleu.edu

DIRECTORY INFORMATION REMOVE or PREVENT DISCLOSURE

RMRUDIRC

~ Print in Ink ~

INSTRUCTIONS:

- Complete the information required and submit this form in person to the Office of the Registrar at the Redhawk Axis desk.
- Picture ID is required when this form is submitted.

READ CAREFULLY:

The *Family Educational Rights and Privacy Act* (FERPA) designates certain information related to students as *directory information* and gives the University the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing that all such information not be made public without their written consent. Seattle University designates the following as *directory information*: student name; on-campus address; SU Email account; name of most recent previous school attended; major; dates of attendance; grade level; enrollment status (full/part-time; graduate; undergraduate); degrees/awards received; weight and height of members of athletic teams, and participation in officially recognized sports and activities; photograph (used for official Seattle University functions only).

Consider very carefully the consequences of your decision to withhold directory information. Any future requests for directory information from prospective employers, other schools, offices internal to Seattle University, and other persons will be refused and these entities will be told that Seattle University has no record of your attendance. Two examples: (1) if a potential employer calls to confirm your degree, we must tell them that we have no record of you being a student at Seattle University; (2) if you have a financial hold on your account preventing you from registering, neither you nor your parents can call the Student Financial Services office to determine what that hold is or how to correct it.

Seattle University will honor your request to withhold directory information, but cannot assume responsibility to contact you every time a request is received. Regardless of the effect upon you, Seattle University assumes no liability for honoring your instructions that directory information be withheld.

Your request to withhold directory information will be honored until such time that you notify the Office of the Registrar that you wish to have the hold removed.

Student Legal Name: _____ Seattle U ID: _____
Last First Middle

Check one:

- ☐ I request that Seattle University withhold my *directory information* as listed above from any third party until I authorize the release in writing.
- ☐ I request that Seattle University remove the hold that is currently preventing disclosure of my *directory information*.

I have read the information above and understand the consequences of this request.

► **Student Signature:** _____ **Date:** _____

OFFICE USE ONLY

ID checked by: _____

Processed by: _____

Date: _____