



## Request to Restrict Directory Information

The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of student education records. Consistent with FERPA, USD will release only the following student information defined as "directory" information:

- student's name
- USD e-mail address
- major field of study
- dates of attendance
- participation in officially recognized activities and sports
- degrees, honors, and awards received

If you choose to restrict the release of **all** directory information by signing and submitting this form to the appropriate Registrar's Office, your e-mail address will be excluded from the "Find People" Web site directory and no information will be released without your written consent. Also, employers, credit card companies, scholarship committees, and the like will be denied any of your directory information and will be informed that we have no information available about your attendance at USD.

The **only exception** to this policy is the assumption that you will want your name to appear in the Commencement program at the appropriate time. All education records other than directory information are automatically restricted and will not be released without your written consent.

### Action to be Taken:

**Place** a privacy hold on all my directory information, including my USD e-mail address. I understand that this restriction must be updated annually.

**Release** an existing privacy hold from my records. This release will remain in effect unless I re-authorize a privacy hold.

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Student Signature

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Print Name

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USD ID Number

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Date

Return to the appropriate Registrar's Office.

Undergraduate/graduate students:  
University Registrar  
Founder's Hall 117

Law students:  
Law School Registrar  
Warren Hall 202

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### For Office Use Only

ID Verified Received by: \_\_\_\_\_ Changed by: \_\_\_\_\_ Date: \_\_\_\_\_