



# Directory Information Hold/Release Authorization

REGISTRAR'S OFFICE

University of Cincinnati  
PO Box 210060, Cincinnati, OH 45221-0060  
Telephone: 513-556-9900; Fax: 513-556-5708  
E-mail: [registrar.info@uc.edu](mailto:registrar.info@uc.edu)

The Family Educational Rights and Privacy Act of 1974 (34 C.F.R. Part 99 — commonly known as FERPA) is the federal law that governs the release of and access to student education records. At its discretion, University of Cincinnati may provide “directory information” in accordance with FERPA provisions. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information at University of Cincinnati includes the following:

**Category I** student’s name, dates of attendance, enrollment status, degrees conferred and dates, honors and awards, college, class, and major field of study

**Category II** student identifier (non-Social Security Number), address, e-mail address, and telephone number

To block the public disclosure of Directory Information (all or by category), or to rescind a disclosure block that you have requested previously, complete this form in full and submit both this form **and** a copy of your photo identification to the Registrar’s Office.

Name: \_\_\_\_\_  
(Please print) (First) (Last) (Middle)

UCID \_\_\_\_\_ or Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Are you currently enrolled at UC? Yes \_\_\_\_\_ No \_\_\_\_\_

**If you are not currently enrolled, please enter the dates you were enrolled at UC:**

Enrollment Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month) (Day) (Year) Enrollment End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month) (Day) (Year)

**Action that you hereby authorize:**

- |   |   |
|---|---|
| <input type="checkbox"/> Block the release of Category I                    | <input type="checkbox"/> Rescind the block of Category I                    |
| <input type="checkbox"/> Block the release of Category II                   | <input type="checkbox"/> Rescind the block of Category II                   |
| <input type="checkbox"/> Block the release of <b>both</b> Category I and II | <input type="checkbox"/> Rescind the block of <b>both</b> Category I and II |

Please consider carefully the consequences of a decision to withhold directory information. A non-disclosure block with call for University of Cincinnati not to release any or all of your “directory information”. Thus, University of Cincinnati will deny any future requests for such information submitted by non-institutional third persons or organizations. University of Cincinnati will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the University assumes no liability as a result of honoring your instructions that such information be withheld. University of Cincinnati will honor requests for the non-disclosure of directory information until the student rescinds the request in writing (or by this form) to the UC Registrar’s Office.

**As required by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), by my signature I hereby authorize University of Cincinnati to take the action indicated regarding the release of my Directory Information.**

 **Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_