

Date Received: _____

Received By: _____

Date Processed: _____

Request to Prevent the Release or Publication of Directory Information

LAST: _____ FIRST: _____ MI: _____

STUDENT ID: **B** _____ EMAIL: _____@floridapoly.edu

Florida Polytechnic University routinely releases directory information to third parties when requested. In accordance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to completely prevent the release of all directory information, referred to as a "FERPA hold".

Florida Polytechnic University defines directory information as:

1. Student name
2. Student ID
3. Date of birth
4. Student email address
5. Telephone number(s)
6. Local and permanent addresses
7. University identification card photo
8. Classification (Freshman, Sophomore, Graduate, etc.)
9. Enrollment status (e.g. undergraduate or graduate level; full time or part time)
10. Majors, Minors, Certificates, Concentrations
11. Dates of attendance at Florida Poly
12. Degrees and honors awarded
13. Most recent previous educational institution attended
14. Participation in officially recognized or registered activities and sports

Any student with a FERPA hold of directory information on their records will require additional authentication before the University can conduct business with them.

EXCEPTIONS: Even when directory information is restricted, access to academic records is permitted under certain circumstances. Florida Poly faculty and staff have access to your records providing there is a legitimate educational need to know. Information also is released to banks and lending institutions in conjunction with receipt of financial aid. Additionally, parents who provide Internal Revenue Service documentation proving a student is a dependent will be provided both directory and academic information upon request, regardless of whether or not a student has elected restriction of directory information. Records also are provided in response to a judicial order or a lawfully issued subpoena. The university will attempt to notify you prior to the release of your record in both of these circumstances unless a court order prohibits the notification.

I have read and understand the exceptions to a restriction of directory information. I understand that this request will deny release of my directory information to all parties without an educational need to know, as provided for in the Family Educational Rights and Privacy Act of 1974, excluding the exceptions listed.

_____ (Initial)

REGISTRAR STAFF ONLY

Date Received: _____

Received By: _____

Date Processed: _____

Carefully consider this request. There may be incidences of personal inconvenience. For example, your current address and telephone number will not be released to anyone, even to those who claim to be relatives. In fact, your existence at Florida Polytechnic University cannot be acknowledged in any way to external requests or internal requests that are not related to legitimate educational needs (i.e., invitations to athletics events or other SGA/RSO activities). Further, this restriction will remain on your record after you leave the university, limiting release of information routinely requested by potential employers, until you provide this office with a request in writing to remove the restriction of directory information.

I have read this document in its entirety, understand, and assume full responsibility for any inconvenience caused due to the nature of the restriction I am requesting. I understand that if I do not remove this directory restriction with the Office of the University Registrar, it will remain in effect, preventing third parties from obtaining information regarding my student status at Florida Polytechnic University.

_____ (Initial)

Please check one of the following statements and sign the form below:

☐

I request a full restriction of my directory information (add FERPA hold)

☐

I request removal of the restriction of my directory information (remove FERPA hold)

Student's Signature

Date

This request must be submitted in person to the Office of the University Registrar, IST Room 2052. You must provide photo identification to verify your identity before the form may be accepted. Former students unable to submit the form in person can have this form notarized in the space below and mail it to:

Florida Polytechnic University
Registrar's Office-IST 2052
4700 Research Way
Lakeland, FL 33805

Notary's Certificate of Acknowledgement (only if mailing form)