

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The items listed under **Directory Information** may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of **Directory Information**. Please, consider carefully the consequences of any decision to withhold Directory Information. Should you decide to inform Pacific Islands University not to release Directory Information, any future request for such information from non-institutional persons or organizations will be refused. For example, the University would be unable to verify your enrollment or degree for insurance purposes, public benefits, employment applications etc.

Should you decide to withhold **Directory Information**, except your name, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information (e.g., the release of a transcript for employment purposes) or you may cancel withhold directory information. See below for instructions.

PIU will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, PIU assumes no liability for honoring your request for information to be withheld.

Directory Information includes the following:

- * Name
- * Home address
- * Telephone number
- * Email address
- * Photograph
- * Date and place of birth
- * Major field of study
- * Participation in officially recognized sports and activities
- * Weight and height of athletes
- * Class level (freshman, sophomore, junior, senior)
- * Enrollment status (undergrad/graduated with degree; full time/part time)
- * Degrees conferred
- * Dates of conferral
- * Honors and rewards received at PIU
- * Dates of enrollment
- * Graduation distinctions
- * Institutions attended immediately prior to admission

The form should be submitted to the Office of the Registrar prior to the end of the normal office hours, of the final day of Add/Drop (Schedule Adjustment) for the semester or session in which the withholding is to begin. Forms will be accepted after these deadlines, but we cannot be responsible for the release of **Directory Information** prior to receiving the **Directory Information Withhold** Request in the Office of the Registrar.

DIRECTORY INFORMATION WITHHOLD/RELEASE FORM

Withhold Directory Information

I want **ALL** Directory Information, except my name, to be *withheld*. (**Directory Information** includes all items listed above.) I wish to prevent the disclosure of my **Directory Information** and understand the ramifications of doing so.

I **ONLY** want my *photograph* to be *withheld* in PIU publications, BUT I want all other **Directory Information** to be *released*.

Name: _____

Date of Birth: _____

Signature and Date: _____

From the date this form is received in the Office of the Registrar, we will honor your request to **Withhold Directory Information** until you request in writing that you wish to remove the **Withhold Directory Information** designation or until the end of this current school year (end of Summer term). You may authorize the release of information in writing on a transaction-by-transaction basis without removing the Withhold Directory Information designation (see above).

Release Directory Information

I want **Directory Information** to be released (**Directory Information** includes all items listed above.) I no longer wish to prevent the disclosure of my Directory Information and release Pacific Islands University from any responsibility to withhold open Directory Information from the date this form is received in the Office of the Registrar.

Name: _____

Date of Birth: _____

Signature and Date: _____

From the date this form is received in the Office of the Registrar we will honor your request to **Release Directory Information**.