



## **FERPA DIRECTORY INFORMATION OPT-OUT REQUEST & AUTHORIZATION FORM**

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, the University of Indianapolis defines the following items as publicly available student directory information:

1. Name
2. Address (local, permanent, and electronic mail)
3. Telephone number
4. Class level (semester classification or level: freshman, sophomore, junior, senior, etc.)
5. Major
6. Student activities including athletics
7. Weight/height (athletic teams only)
8. Dates of enrollment
9. Enrollment status (full-time, part-time, or not enrolled)
10. Date of graduation
11. Degrees and awards received and where received
12. Names of previous educational institution(s) attended
13. Photograph
14. Name of hometown
15. Name of high school attended

The University of Indianapolis may publicly disclose any of these information items without a student's prior written consent, unless notification to the contrary is given in writing by the student (via this executed form) to the University Registrar's Office. This written prohibition on release remains in effect until such time as the student revokes the opt-out request in writing, even if the student has withdrawn or graduated. As long as this opt-out restriction is in place, directory information will not be made publicly available without the student's specific prior written authorization.

Please consider the consequences of withholding directory information. For example, the University is unable to verify attendance and degree(s) for students who have withheld their directory information. The University also is unable to release directory information to military recruiters pursuant to the Solomon Amendment for students who have withheld their directory information. Additionally, a student who has opted out of disclosure will have his/her information excluded from the online MyUIndy directory, and the University will be unable to release details of any University awards, including dean's list or honor roll awards to any hometown newspapers.

By checking here, I wish to restrict disclosure of my directory information.

I understand that this restriction shall remain in effect until removed in writing by me, even if I have withdrawn or graduated. As long as this opt-out request is in place, directory information will not be made available by the University to the public or to military recruiters without my specific prior written authorization. I understand that this Opt-Out Request & Authorization Form must be released to military recruiters upon their request.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID Number

I hereby cancel and revoke this Request and Authorization to restrict disclosure of my directory information. Upon cancellation and revocation, the University of Indianapolis is permitted to release my directory information publicly without my prior written authorization.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Student Signature

Please return completed form to:

University of Indianapolis  
Registrar's Office  
Esch Hall 131  
1400 E. Hanna Avenue  
Indianapolis, IN 46227

To review the University of Indianapolis' FERPA policies, please visit:

<https://www.uindy.edu/policies/index>.