

RELEASE OF INFORMATION AT SAN FRANCISCO STATE UNIVERSITY

All student records at San Francisco State University are kept in accordance with the provision of the Family Educational Rights and Privacy Act (FERPA). The university defines as "directory information" and normally makes public the following information from a student's record:

Directory Information:

- SF State ID
- Student Name
- E-mail
- Major Field of Study
- Dates of Attendance
- Class Level
- Enrollment Status (e.g., undergraduate or graduate, full-time or part-time),
- Degrees Earned
- Honors and Awards Received

For Student Employees:

- Department Where Employed
- Employee Status (i.e. Graduate Assistant, Instructional Student Assistant, Teaching Associate).

The university does not release any other information, including courses, grades, address, and telephone number to the general public unless a student requests it in writing.

You can request that any or all of the above listed "directory information" not be made public under the provisions of FERPA. **Once you request to withhold directory information:**

- **Your email address will be excluded from SF State's student e-mail directory**
- **Your name will not be published in the Commencement Book.**

Request to Withhold Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of directory information. San Francisco State University will honor your request to withhold directory information until such time as you inform the University in writing that you withdraw the request.

Please consider carefully the consequences of any decision to withhold directory information. Once such a request has been filed, the University will not respond to any requests for information about you and your e-mail address will be excluded from SF State's student e-mail directory and Commencement Book. Additionally, the University will not respond to requests for verification of enrollment or degrees conferred without your written authorization.

I hereby request that San Francisco State University withhold directory information from public disclosure until I withdraw this request. I have read the above information and understand the consequences of my request.

Student ID: _____

Student Name: _____

Signature: _____ Date: _____

Submit to the Registrar's Office at the One Stop Student Services Center, SSB 101.

Administrative Use Only -- Registrar's Office Processed by _____ **Date:** _____