

RESTRICTION OF RELEASE OF DIRECTORY INFORMATION

RETURN TO OFFICE OF THE UNIVERSITY REGISTRAR – MU, 125 JESSE HALL

NAME _____ STUDENT NO. _____

In accordance with the Family Educational Rights and Policy Act (FERPA) and University of Missouri Collected Rules, the University of Missouri – Columbia considers Directory Information to be the student's name, e-mail address, address and telephone listing (including local and permanent address), major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by a student, student level, and full- or part-time status.

Your name, local address, permanent address, e-mail address and telephone numbers will be included in *electronic or printed* Student Directories unless restricted by you. Students wanting to restrict their directory information from the University of Missouri **electronic or printed** Student Directories must change their **Privacy Settings**, which restricts your directory information from being released, in myZou by September 15. You can change this information in myZou by going to **Student Center>Personal Information>Other Personal>Privacy Settings**. If release of information is restricted by you, your name will be excluded from Student Directories, graduation bulletins, etc. No information will be released outside the University without your written consent unless it is required by a subpoena or other exception specifically cited in FERPA (<http://www.umsystem.edu/ums/departments/gc/rules/information/180/020.shtml>). All information other than Directory Information is automatically considered restricted and will not be released without your signed authorization or in accordance with specified exceptions, such as subpoenas and court orders. (See link for details)

I am requesting that my Directory Information be restricted from release without my written consent or as otherwise specified by Federal or State law. I understand that this restriction is in force until changed by my written request.

(Student Signature)

(Date)

NOTE: Restriction of Release of Directory Information **overrides** a UMC-Non-directory Information Release Form (FERPA).

Office of the University Registrar 4/11/06