

## Setting Your FERPA Restrictions

To restrict the release of your directory/public information, you must complete and submit the *FERPA Directory Restriction* form located on your Student Center.

1. Click the drop-down menu in the Student Center **Personal Information** section.
2. Select **FERPA Directory Restrictions** from the drop-down menu.
3. Click the **Go** icon  to open the form.



4. Select [Edit FERPA/Directory Restrictions](#) from the **other personal...** drop-down menu.

**Student:** [Name] [3rd Party Release](#)

Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.

Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.

		Find   View All	First	1 of 3	Last
<b>Effective Date:</b>	09/10/2010	<b>Seq:</b> 3	<b>Time Stamp:</b>	09/10/10	10:01:43.000000AM
<b>Directory Restrictions</b> <span style="float: right;">Customize   Find   1-4 of 4</span>					
All Address Types and Address Information					
Date of Birth					
All Phone Types and Phone Information					
Place of Birth					
<b>Update User:</b>					

[Edit FERPA/Directory Restrictions](#)

**NOTE:** If restrictions have been placed in a previous session, they will appear here.

5. Click the  icon to activate the **Field Restrictions** check boxes

**FERPA Directory Information Hold**  
 Checking any box below means that information will not be released

Student:

Effective Date: 09/10/2010 Sequence: 3   

**Field Restrictions**

<input checked="" type="checkbox"/>	Date of Birth
<input type="checkbox"/>	Names - Hold All Directory Information
<input checked="" type="checkbox"/>	All Address Types and Address Information
<input type="checkbox"/>	All Phone Types and Phone Information

6. Check the boxes next to the corresponding information you wish to have withheld.

**FERPA Directory Information Hold**  
 Checking any box below means that information will not be released

Student:

Effective Date: 10/06/2010 Sequence: 1   

**Field Restrictions**

<input checked="" type="checkbox"/>	Date of Birth
<input type="checkbox"/>	Names - Hold All Directory Information
<input checked="" type="checkbox"/>	All Address Types and Address Information
<input checked="" type="checkbox"/>	All Phone Types and Phone Information
<input type="checkbox"/>	Athletics and Extracurricular Activities
<input type="checkbox"/>	Religious Preference
<input type="checkbox"/>	Major Field of Study
<input type="checkbox"/>	Classification by Year
<input type="checkbox"/>	Number of Hours Enrolled
<input type="checkbox"/>	Number of Hours Completed
<input type="checkbox"/>	Parents Name
<input type="checkbox"/>	Parents Address
<input type="checkbox"/>	Spouse Name
<input type="checkbox"/>	Spouse Address
<input type="checkbox"/>	Weight of Members of Athletic Teams
<input type="checkbox"/>	Height of Members of Athletic Teams
<input type="checkbox"/>	Dates of Attendance
<input type="checkbox"/>	Matriculation Date
<input type="checkbox"/>	Withdrawal Dates
<input type="checkbox"/>	Degrees
<input type="checkbox"/>	Scholarships
<input type="checkbox"/>	Honors
<input type="checkbox"/>	Awards Received and Type
<input type="checkbox"/>	Awards Received and Date Granter
<input type="checkbox"/>	Most Recent Previous Education Agency
<input type="checkbox"/>	Most Recent Institution Attended
<input type="checkbox"/>	Student Photo
<input checked="" type="checkbox"/>	Place of Birth

7. Click  to record your preferences. This information is now considered confidential.