



For Office Use Only

Posted By: _____ Date Posted: _____

Office of the Registrar

Request to Release or Withhold Directory Information

STUDENT INFORMATION

Student ID: _____ Name: _____
Last Name First Name Middle Name

Email: _____ Phone: _____ Date of Birth: _____

Street Address: _____ City: _____

State: _____ Postal Code: _____ Country: _____

EXPLANATION OF DIRECTORY INFORMATION

Rice University may disclose personally identifiable information to school officials with legitimate educational interests who require this information in order to perform instructional, supervisory, advisory, administrative, or other duties for Rice University. School officials include faculty, staff, contractors, consultants, auditors, attorneys, collection agents, Trustees, volunteers, or students serving on official committees, such as disciplinary or grievance committees, or assisting another school official. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility for Rice University.

As permitted by the **Family Educational Rights and Privacy Act (FERPA)**, Rice University reserves the right to publish directory information without prior consent. *(Please see Access to Student Records in General Announcements for additional information concerning FERPA.)* The following directory information may be released by the university:

1. Name, local and permanent address, telephone and mobile number(s), campus email address(es), and instant messenger address(es)
2. Date and place of birth, and gender
3. Classification and major and minor fields of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance, degrees and awards received
7. The most recent previous educational agency or institution attended by the student
8. Photographic image

INSTRUCTION TO WITHHOLD DIRECTORY INFORMATION

Please do not release any of my directory information. I understand this instruction will be in effect until I submit a revised request in writing to the Rice University Office of the Registrar.

Student Signature: _____

AUTHORIZATION TO RELEASE DIRECTORY INFORMATION

I have previously instructed Rice to withhold my directory information; please remove the hold on my directory information. I understand this release will be in effect until I submit a revised request in writing to the Rice University Office of the Registrar.

Student Signature: _____ Date: _____