



Student Directory Information

DePauw University has a student records policy regarding the release of "directory information" (name, local and home address, local phone number, major, birth date, etc.). Students have the right to withhold directory information from the campus directories or to block the release of directory information entirely, except where permitted or required by the Family Educational Rights and Privacy Act of 1974 (FERPA). To have directory information withheld from the printed Campus Directory students must submit this form to the Registrar's Office by the end of the third week of Fall classes. To withhold information from the online *e-services* directory or to apply a FERPA Block, students may submit this form to the Registrar's Office at any time.

Request to have directory-type information withheld

Student Name (print) _____ Student ID _____

Date of request: _____

_____ I request that my name, local and home addresses, local phone number and e-mail username be withheld from the campus directory.

_____ I request that my name, e-mail username, and phone number be withheld from the DePauw *e-services* online directory.

_____ I request that a FERPA Block be installed on my directory information, preventing the release of any information about me, except where permitted or required under FERPA.*

Signed: _____

*Note: A FERPA Block will prevent the University from acknowledging that a student has attended or is currently enrolled at the University.

Questions?
June Wildman
Associate Registrar
765-658-4141
<junewildman@depauw.edu>

Return this form to:

DePauw University, Office of the Registrar, P.O. Box 37, Greencastle, IN 46135-0037
FAX: 765-658-4139

Online form available at <http://www.depauw.edu/admin/registrar/forms.asp>