

PRIVACY HOLD FORM

Name: _____ Student ID: _____ Semester: _____

I request that Texas State University not disclose my directory information to others unless such disclosure otherwise meets the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g).

I understand that Texas State has designated the following information as directory information:

- 1) Name;
- 2) Date and place of birth;
- 3) Fields of study, including major and minor;
- 4) Enrollment status (actual hours enrolled, undergraduate, graduate, etc.)
- 5) Degrees, certificates and awards received;
- 6) Type of award received (academic, technical, continuing education, etc.)
- 7) Dates of attendance;
- 8) Student classification;
- 9) Name of the most recent previous educational agency or institution attended;
- 10) Telephone, including cell phone, number;
- 11) Current and permanent addresses, excluding e-mail addresses;
- 12) Weight and height of athletes;
- 13) Participation in officially recognized activities and sports;
- 14) Names of prospective graduates;
- 15) Names of parents;
- 16) Photographs of students; and
- 17) Any other records that could be treated as directory information under FERPA.

I understand that I must file this privacy hold with the Office of the University Registrar by:

- (1) the 12th class day during the Fall and Spring Semesters; and
- (2) the 4th class day during a Summer Session.

I understand that this privacy hold will remain in effect until I request, in writing, that it be removed.

I understand that by signing and filing this form with the Office of the University Registrar the university will not:

- release my directory information to outside persons, including prospective employers, insurance companies, and credit agencies;
- allow me to reset my PIN number by phone or receive directory information about myself by phone;
- publish my directory information in a student directory.

I also understand that if anyone requests directory information about me in person or by fax, phone, mail, or e-mail, the Office of the University Registrar will respond, "We are unable to release any information that we may have on that individual."

Please check one option below:

- PLACE** – privacy/directory hold on my records at Texas State
- REMOVE** – privacy/directory hold from my records at Texas State

Student Signature (*electronic signatures not accepted*)

Date

**A legible copy of the student's driver's license or state ID is required to verify signature.*