

**University of Georgia  
Office of the Registrar**

Confidentiality of Student Records  
Request for Addition or Removal of FERPA Restriction Flag

This completed form and **a copy of a photo ID** can be mailed to the Office of the Registrar at 105 Holmes/Hunter Academic Building, Athens, GA 30602, faxed to 706-583-8162, or sent **via a UGA email address** to reghelp@uga.edu.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy of educational records, establishes a student's right to inspect his or her education records, provides guidelines for correcting incorrect or misleading data through informal and formal hearings, and permits students to file complaints with the Family Policy Compliance Office concerning alleged failures of an institution to comply with the Act.

The following items, referred to as "Directory Information", are considered public data/information and may be disclosed by the University in response to inquiries concerning individual students whether the inquiries are in person, in writing, or over the phone:

- Name
- Affirmation of whether the student is currently enrolled
- Major fields of study
- Dates of attendance
- Degrees and awards received
- Address(es) and phone number(s)
- Email address
- Employment title and contact information
- Most recent previous academic institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Thesis/Dissertation title and Faculty Mentor
- UGA Photograph

Students who prefer that none of the above information be published or disclosed to anyone other than University officials with a legitimate educational interest may submit this signed form to the Office of the Registrar. The UGA Online Directory updates nightly so additions or removals of a FERPA restriction on a student's record will reflect in the directory the next day after the change is made. The printed student directory is compiled by the start of September in the Fall semester so additions and removals of restrictions need to be in the Registrar's Office ten days after the start of the Fall semester. Once filed, this request becomes a permanent part of the student's record until the student instructs the Office of the Registrar in writing to have his or her request removed.

**PLEASE NOTE: THIS REQUEST FOR CONFIDENTIALITY MEANS THAT THE STUDENT'S NAME WILL NOT BE INCLUDED ON HONOR ROLL LISTS, NEWS STORIES ABOUT COMMENCEMENT, REPORTS GIVEN TO OFF-CAMPUS GROUPS THAT MAY WISH TO CONTACT STUDENTS, OR BE INCLUDED IN THE COMMENCEMENT PROGRAM.**

**Choose one:**

I have read and understand the information provided above. I hereby request confidentiality of all student information in accordance with the Family Educational Rights and Privacy Act of 1974, as amended and request the **addition** of a FERPA restriction flag on my academic record. I certify that I will notify my school or college of the placement of this FERPA restriction on my academic record.

I have read and understand the information provided above. I hereby request **removal** of the FERPA restriction flag on my academic record so that my Directory Information, as defined above, may be disclosed by the University of Georgia. I certify that I will notify my school or college of the removal of this FERPA restriction from my academic record.

\_\_\_\_\_

Please Print Full Name

\_\_\_\_\_

UGA ID

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**For Office of the Registrar Use Only:**

Recorded by \_\_\_\_\_ Date \_\_\_\_\_

Form modified January 2016