



Office of the Registrar
UNIVERSITY OF GEORGIA

FERPA Restriction Addition/Removal
UGA Office of the Registrar
Holmes-Hunter Academic Bldg.
Athens, GA 30602-6113

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

This completed form and a copy of a photo ID may be mailed to the Office of the Registrar, Holmes-Hunter Academic Building, Athens, Georgia 30602 or **sent via 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:

- Student's name
- Hometown
- Institution-assigned email address. Under this category, an institution-assigned email address may be disclosed without consent only to other, current students. In addition, students may not request email listings of the entire student body or segments thereof, except for academic purposes.
- Major field of study
- Enrollment status (e.g., full-time, part-time)
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees, honors, and awards received
- Thesis/Dissertation title
- The most recent educational institution attended
- Height and weight of athletes
- Class level

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. 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 HONORS LISTS, NEWS STORIES ABOUT COMMENCEMENT, 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

Office Use Only:

System Updated By: _____ Date: _____