

Georgetown University

DISCLOSURE OF STUDENT INFORMATION

It is the policy of Georgetown University to release certain limited items of information about enrolled students to any interested party. These items of information, known collectively as "directory information," are the following:

- Name, Addresses, Telephone Numbers, Date and Place of Birth, Parents Names, Major Field of Study, Dates of Attendance, Expected Date of Graduation, Degrees & Awards Received, Previous Educational Institution, Participation in Activities and Sports, Weight and Height of Members of Athletic Teams

No other items of student information will be released to any person or organizations outside of Georgetown University without the written consent of the student, except for certain categories of outside persons or organizations specifically exempt by federal law. These exceptions are listed in the document "Official Student Records Policy" printed in university catalogs and bulletins and available in the Registrar's Office.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to instruct the University to withhold even the "directory information" listed above (with the exception of name, school and dates of attendance). A copy of this form must be completed at the Registrar's Office in order to instruct the University to withhold "directory information." If it is received by the end of the second week of classes of the fall term, addresses and/or telephone numbers will be deleted from the published Student Directory. A new form must be completed each academic year.

Please consider very carefully the consequences of any decision by you to withhold "Directory Information". Should you decide to inform the University not to release this "Directory Information," any future requests for such information from non-University persons or organizations (including Student Government) will be refused.

The University will honor your request to withhold any "directory information" but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the University assumes no liability for honoring your instructions that such information be withheld.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Please sign below to indicate your instructions that the University not disclose "directory information" during the current academic year:

Do not release my "directory information."

Name: _____ ID#: _____ School: _____
Last First Middle Initial

Signature: _____ Date: _____

OFFICE USE:
Maintained By: _____ Date: _____