

STUDENT AND FACULTY SERVICES

1.3.4.28 REQUEST TO RESTRICT or RELEASE DIRECTORY INFORMATION

Objective: To provide students with the opportunity to withhold public access to and release University directory information.

Functional Areas Affected: Office of the Registrar, Student and Faculty Services Office and all University personnel who have a need to know consistent with their official duties for The University of Memphis.

Inputs/Source Documents	Screens	Outputs
SIS+	011,003	

Under the Family Educational Rights and Privacy Act of 1974, the University of Memphis may not release personally identifiable student education records, with the exception of "directory information", to any party other than those specified by FERPA without the student's written consent.

Directory information is defined as: the student's name, address, telephone listing, e-mail address, major field of study, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, classification, degrees and awards received, most recent previous education agency or institution attended, and enrollment status (number of enrolled hours, full-time or part-time status). Directory information is considered public information and as such will be released without the student's written consent.

However, after registering for courses, a student may personally complete a written request that directory information not be released. Such information will also be withheld from the campus telephone directory if the form is completed within the first two weeks of classes (the telephone directory is published in the fall semester).

Students should be referred to the Office of the Assistant Registrar, Student and Faculty Services, WT003. The Assistant Registrar will complete the following:

RESTRICTING THE RELEASE OF DIRECTORY INFORMATION

1. Advise the student of the consequences of this request. The University will:
 - Not include the student's name, address, or phone number in the Telephone Directory.
 - Not include the student's email address in the e-mail directory.
 - Refuse to release any information about the student to his/her insurance company, current or future employers, all types of media, and any non-institutional persons or organizations.

- Give no financial aid or personal information over the phone.
 - State, "We can provide no information on that person" to any request for information.
2. Request the student to provide picture ID. Copy ID.
 3. Have the student complete and sign the *Request to Restrict the Release of Directory Information* form (see Student and Faculty Services Office, Word Documents).
 4. Load the information on the system.
 - Go to Screen 011. Type student identification number in **SID** field; <Submit>. Enter a Y next to each **Restriction Category** field; <Submit>.
 - Go to Screen 003. Enter a Y in the **Directory Restriction** field; <Submit>.

011 Information Release Restrictions		Test, Student	
Screen:	SID: 123456789	Course:	Term:
	Information Restriction Categories		Deceased
Y	Name	Y	Dates of Attendance
Y	Local Address	Y	Major
Y	Permanent Address	Y	Classification
Y	Addresses for Mail Lists	Y	Degrees Awarded
Y	Telephone Number	Y	Honors
Y	Sex	Y	Awards
Y	Race	Y	Class Standing
Y	Nationality	Y	Previous Institution Attended
Y	Date of Birth	Y	Photograph
Y	Place of Birth	Y	Weight/Height of Athlete
Y	Parents' Name	Y	Sports Participation
Y	Parents' Address	Y	Parking Permit Information
Y	Class Schedule	Y	Judicial Information
Y	E-Mail	Y	Enrollment Status
The information categories marked with a 'Y' are restricted. Such information may not be released outside the University.			

5. After the restriction has been placed on the student's record, send the following email to the *Request/Release Directory Information List. Print a copy of the email.

Do Not Release Directory Information
March 3, 2002

Please **DO NOT RELEASE** any information on the following student(s) without permission. This student(s) is currently enrolled at The University of Memphis unless otherwise indicated:

John Q. Student, SS#123-45-6789

The student(s) has requested this "hold" on information. Please post this name(s) in an appropriate place to assure that **NO INFORMATION IS RELEASED**. The Office of the Registrar has placed the "Information Release Restriction" hold on the SIS+ computer system (Screen 011), but this memorandum will be distributed until all offices are on this system.

If you are on the SIS+ system and do not need these notifications, please indicate to me in writing that you would like to be removed from this distribution.

6. Make copies of the *Request for Restricting the Release of Directory Information* form, the picture ID, and any other documentation. Give the originals to the Computer Imaging Tech to be imaged.

7. File the paperwork (copies of the *Request for Restricting the Release of Directory Information* form, the copy of the picture ID, and the "Do Not Release Information" email) in the "Restrict/Release Directory Information Notebook". File documentation in alpha order according to year. The notebook is located in the office of the Assistant Registrar, Student and Faculty Services, WT003.

RELEASING THE RESTRICTION ON DIRECTORY INFORMATION

1. Once a student makes the request, the non-disclosure status stays in effect until the office receives written notification from the student to release it.
 - Have the student complete the *Request to Release/Remove Restriction of Directory Information* form to release the restriction (see Student and Faculty Services, Word Documents).
2. Clear the restriction from the system.
 - Go to Screen 011. Type student identification number in **SID** field; <Submit>. Space out the y's next to each **Restriction Category** field; <Submit>.
 - Go to Screen 003. Space out the y in the **Directory Restriction** field; <Submit>.
3. After the restriction has been removed, send the following e-mail to the *Request/Release Directory Information List. Make a copy of the email.

<p>Do Not Release Directory Information December 15, 2002</p> <p>John Q. Student, SS#123-45-6789 has requested that the <u>restriction be removed</u> on his directory information.</p>
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8. Make copies of the request to remove the restriction and any other documentation. Give the originals to the Computer Imaging Tech to be imaged.
9. File the copies of the paperwork, including the email notification to release the restriction, in the "Restrict/Release Directory Information Notebook". File documentation with the original request to restrict directory information. The notebook is located in the office of the Assistant Registrar, Student and Faculty Services, AD167.

*Request/Release Directory Information Distribution List:

Geraldine Young, gyoung2@memphis.edu	Bruce Harber, bharber@memphis.edu
Arlene Savage, asavage@memphis.edu	Montoya Isom, misom@memphis.edu
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