

Request for Restricting the Release of Directory Information

Office of the Registrar – Student and Faculty Services, University of Memphis
003 Wilder Tower / Ph: 901.678.2810 / Fax: 678-1425

Under the Family Educational Rights and Privacy Act of 1974, release of personally identifiable student education records (other than directory information) to any party other than those specified by FERPA is not permitted without your written consent. Further, you may elect to restrict the “Directory Information” listed below by signing and dating this form, providing a copy of your Student ID or Drivers License, and returning the form and the copy to Student and Faculty Services, 003 Wilder Tower .

The University of Memphis “Directory Information”

<ul style="list-style-type: none">• Name• Address• Telephone Listing• E-mail Address• Student U-Number• Date and Place of Birth• Major Field of Study• Participation in Officially Recognized Activities and Sports• Weight and Height of Members of Athletic Teams	<ul style="list-style-type: none">• Dates of Attendance• Degrees and Awards Received• Most Recent Previous Education Agency or Institution Attended• Current Enrollment Status (enrolled hours, full-time or part-time status)• Classification• Cumulative Earned Hours• University Student-Employment Status
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Please consider very carefully the consequences of any decision to have your “Directory Information” withheld. The University will: (1) not include your name, address, or phone number in the Telephone Directory; (2) not include your e-mail address in the e-mail directory (see the last of the four statements below); (3) refuse to release any information about you to your insurance company, current or future employers, all types of media, and any non-institutional persons or organizations; (4) give no financial aid or personal information over the phone; (5) state “We can provide no information on that person” to any request for information. (Note, the University can only ensure that your information will be withheld from the telephone directory if your request is turned in before the 14th day of Fall classes.) The University assumes no liability for honoring your request to withhold this information.

Please indicate with a check mark your understanding of the following statements:

I understand it may take at least one week from the date of receipt for all of the offices listed below to process this non-release request.

I understand that this does not prevent disclosure to University personnel who have a need to know consistent with their official duties for The University of Memphis or to persons outside the University if such outside disclosure (1) is permitted by me in writing; (2) is in connection with my application for or receipt of financial aid; (3) is in connection with my application to or my previous enrollment in another school; (4) is pursuant to a lawfully issued subpoena or court order; (5) is required by a health or safety emergency; (6) is otherwise required or permitted by law.

I understand that my information will be restricted until this office is notified in writing.

I understand that my e-mail address will be restricted when I sign below. However, I may visit <https://iam.memphis.edu/> for additional information on managing my e-mail.

Print Name

U _____
U-Number

Date

Student Signature

Phone Number

cc: Student / Public Safety / Telecommunications / Residence Life / Bursar / Systems Programmer, Network Services