



**Central Connecticut State University  
Office of the Registrar**

***FERPA***

***Student Request to Prevent  
Release of Directory Information***

The following excerpt is taken from the Central Connecticut State University Catalog under "Family Educational Rights and Privacy Act (FERPA) and Directory Information Policy."

Acknowledging that Directory Information is FERPA protected information that may be disclosed at the discretion of a College or University, it is the policy of the Board of Regents for Higher Education for the Connecticut State Colleges and Universities that disclosure of Directory Information is within the sole discretion of the College or University. Colleges and Universities may disclose Directory Information without the prior consent of the student only as provided herein.

The Board of Regents for Higher Education has designated the following as Directory Information:

For purposes of access by school officials of the Colleges and Universities governed by the Board of Regents for Higher Education, the following is designated as Directory Information:

- Student name
- Permanent mailing address
- Month and day of birth
- Photographs
- Student identification number, User ID, or other unique identifier
- Email address
- Telephone number
- University or College previously attended or currently attending
- Dates of attendance
- Full vs. part-time student status
- Awards and honors
- Class standing/year
- Major, minor, concentration and/or program of study
- Degree(s)/Certificate(s) candidacy
- Degree(s)/Certificate(s) earned
- Previous Institutions attended
- Graduation expected/completion

For purposes of access by military recruiters only, the following is designated as Directory Information (Student Recruiting Information):

- Student's name
- Permanent mailing address
- Telephone number
- Age

Place of birth  
Class standing/year  
Major and/or program of study  
Degrees received  
Most recent educational institution attended

For purposes of participation in any recognized activity or sports, the following is designated as

Directory Information:

Student's name  
City and State of Residence  
Dates of attendance  
Class standing/Year  
Recognized activity or sport  
Team performance statistics  
Team position  
Photos and videos  
Awards  
Height and weight of athlete

For purposes of disclosure to/access by the general public, the following is designated as

Directory Information:

Student's name  
Permanent mailing address  
Photographs  
Dates of attendance  
Major, minor, concentration and/or program of study  
Degree/Certificate candidacy  
Degree(s)/Certificate(s) earned  
Awards  
Full vs. Part-time status  
Anticipated graduation date  
Graduation date

Under the provisions of FERPA (Family Education Rights and Privacy Act), each student has the right to suppress the release of the directory information identified above. If you take this path, all requests from outside the institution from individuals or organizations for directory information will be denied. Please keep in mind that this will prohibit the verification of attendance regarding possible employment inquiries.

Student Name: \_\_\_\_\_ CCSU ID: \_\_\_\_\_

By signing on the line below, you are requesting that all directory information be withheld until you amend your consent in writing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please bear in mind that your request to suppress the release of directory information will remain in effect until you amend your consent in writing.*