



Office of the Registrar



INFORMATION RELEASE FORM

POLICY:

Pursuant to the Family Education Rights and Privacy Act of 1973 (FERPA), Emory University allows the release of "directory information" without the student's consent unless the student specifically blocks that release through the completion of this form. The university has the obligation to comply with subpoenas and court orders regardless of the student's request to block this information.

Directory information is defined as:

- whether or not the student is currently enrolled;
- the school or division in which the student is or has been enrolled;
- dates of enrollment including full-time or part-time status;
- degree or degrees earned (if any), date of degree, major area of concentration and academic honors received;
- awards of merit and participation in officially recognized activities and sports;
- addresses and telephone numbers; and
- electronic mail addresses

Please check one:

- ~Release a hold I have previously requested~ I have read and understand the above information, and I wish to exercise my right by law to REMOVE any previous request that the Office of the Registrar suppress all information concerning my status as a student of Emory University.
~Place a new information hold~ I have read and understand the above information, and wish to exercise my right by law to BLOCK the release of my directory information. I understand that this means my name will not appear in Commencement program and campus directories; my information will not be released to potential employers who inquire about my attendance or graduation from Emory University; my hometown newspaper will not be notified of my achievements or accomplishments; and my information will not be submitted to friends or family looking to find me. I further realize that this information suppression is in effect (regardless of enrollment or graduation) until such time when I may rescind this request.
~Do not include my information in the student directory~ Please do not include my information in the student and campus directories, only. I understand that my information will still be released to third parties and others on campus.

Student Name: _____ Emory ID: _____

Student Signature

Date