

REQUEST TO RELEASE OR PREVENT DISCLOSURE OF DIRECTORY INFORMATION

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT, (FERPA): The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.
5. **The right to withhold disclosure of directory information. The University maintains TWO forms of directory information: publicly available directory information that may be obtained by any member of the public upon request pursuant to South Dakota open records laws, and nonpublic directory information that is used by the university to make contact information available to other students and institutional personnel.**
 - a. **Publicly available directory information shall include a student's name, grade level, academic status (undergraduate, graduate or professional school), graduation date, diploma or degree, major field of study, dates of attendance, and hometown.**
 - b. **Nonpublic directory information to be made available to other students and institutional personnel includes publicly available directory information plus the student's official university electronic mail address.**

As long as a hold is in place, directory information will not be made publicly available without your specific prior written authorization. Please consider the consequences of withholding directory information. For example, the University is unable to verify attendance and degree(s) for students who have withheld their directory information.

If you wish to grant permission to disclose directory information please indicate one choice below

- Disclose all directory information (including publicly available and nonpublic) and **any additional information the university needs to publicize student accomplishments/honors (e.g., Dean's list designation, graduation honors, Honors Day awards, scholarships, athletic team statistics, etc. for press releases and to be included in programs and publications).**
- Hometown Newspaper for publishing Dean's List, etc. _____
 - Hometown City: _____ State: _____

Or, if you wish to restrict disclosure of directory information, please indicate one choice below:

- Withhold all directory information (including publicly available and nonpublic).

(Printed) Student Name

Student ID

Date

Student Signature

Additional FERPA information is available online at:
<http://registrar.sdsmt.edu/34293/>