

Keene State College  
Registrar's Office  
Privacy Request Form

Last Name  First Name  Middle Name

Student ID Number

**1. Privacy Hold for Directory Information**

*In accordance with the Family Educational Rights and Privacy Act (FERPA), items designated to be "Directory Information" may be disclosed without prior written consent, unless the student has submitted a written request not to release his or her directory information. Directory Information includes Name, Mailing Address, Mailing Telephone, Local/Campus Address, Local/campus Telephone, KSC E-mail Address, Date/Place of Birth, Major(s), Dates of Attendance, and Degree(s)/Awards received. Check below to restrict the release of your Directory Information.*

☐ Do not include address and telephone information in printed or electronic directories.

- All changes will go into effect within one business day after receipt by the Registrar's Office.
- This privacy request will not prevent acknowledgement of a student's presence at KSC in response to routine inquiries, and other Directory Information (e.g., Dean's List) may be published as appropriate. A student will be eligible to receive a KSC e-mail account.
- This privacy request will not prevent the Registrar's Office from releasing information to a student's parents with the student's written approval or if evidence student dependency.
- This privacy request will not prevent KSC offices and/or agents of the University System from obtaining the above information.
- This privacy request will not prevent the Registrar's Office from releasing information to authorized financial aid agencies as permitted by the Federal Family Educational Rights and Privacy Act of 1974 or in response to a lawfully-issued court order or subpoena.

**2. Hold All Directory Information In Confidence**

*Requesting this hold will result in all Directory Information being held in confidence. A student's presence and performance at KSC (e.g., Dean's List) will not be acknowledged in response to routine inquiries. A student will not be eligible to receive a KSC e-mail account. A student is advised to seek counsel from the Registrar's Office prior to selecting this very restrictive option.*

☐ Please withhold all Directory Information.

**3. Remove Privacy Hold or All Directory Information Hold**

- *Privacy requests remain in effect until the Registrar's Office is notified in writing, signed by the student to change or remove the hold. Check the following to remove an existing hold. Complete a new Privacy Request form to change a hold.*

☐ Release any Directory Information as allowed by the Family Educational Rights and Privacy Act of 1974 and Keene State College policy.

Student Signature  Date

**Do Not Write Below This Line. Registrar's Office Use Only.**

Processed by  Date