

FERPA Revocation of Confidentiality/Directory Exclusion



1

Enter Student Information:

NAME

STUDENT ID (OR SOCIAL SECURITY) NUMBER CONTACT PHONE

This form is to be used to remove a previously-requested Confidentiality/Directory Exclusion and allow the State University of New York at Oswego to release directory information from your student record in accordance with the federal Family Education Rights and Privacy Act of 1974 (FERPA). The State University of New York at Oswego has designated the following as Directory Information:

- Student name
- Age
- Address (including e-mail)
- Telephone number
- Photographs
- Previous educational institution(s) attended
- Dates of attendance
- Degrees, honors, and awards received
- Major field of study
- Class Year
- Expected date of graduation
- Enrollment status (Full/Part-time)

No other student information is released to non-university personnel without written permission.

Additional information on FERPA and related policies is available in the *Student Handbook – Code of Student Rights, Responsibilities and Conduct*.

2

Student Authorization:

By signing below, I hereby authorize SUNY Oswego to remove the Confidentiality/Directory Exclusion block from my student records.

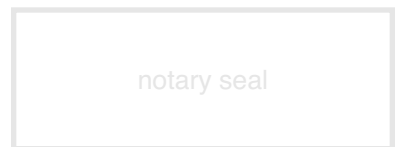
STUDENT'S SIGNATURE DATE

Changes to the online directory will take effect within two business days of receipt.

3

Completed forms must be presented in person, with appropriate identification, at 301 Culkin Hall —OR— notarized and mailed to: SUNY Oswego, Registrar's Office, 301 Culkin Hall, Oswego, NY 13126.

Requests received by mail that have not been notarized will not be processed.



NOTARY PUBLIC'S SIGNATURE DATE