

Office of the Registrar Summerville Campus Rains Hall (706) 446-1430 registrar@augusta.edu

## REQUEST FOR CONFIDENTIAL STATUS

## **FERPA Policy**

FERPA stands for Family Educational Rights and Privacy Act (1974) and covers students who are currently enrolled or who have ever been enrolled. FERPA ensures that students are given the right to inspect their records, amend mistakes on their record, and limit disclosure of information from those records. Information that can be disclosed without a student's consent is called "directory information" and includes items such as:

- Name
- Address
- Telephone Number
- Email
- Photograph
- Date/place of birth
- Program of Study
- Dates of Attendance
- Enrollment Status (e.g. Undergraduate or Graduate; Full-Time or Part-Time)
- Grade Level
- Most recent educational agency or institution attended
- Participation in Officially Recognized Activities and Sports
- · Weight/height of members of athletic teams
- Honors and Awards
- Expected Graduation Date
- Degree Awarded

## **Request Confidential Status**

Complete Part 1 and 2 to request a confidential status, if you do not want your directory information to be shared. Typically, persons requesting this information are potential employers, schools, those gathering statistical data for public information, parents, etc. A confidential status will be applied to your records and we will not be able to release any information about you. Please consider the ramifications of this decision before proceeding. If an employer or educational program cannot confirm your educational information through the institution at which it was completed, you may be dismissed from candidacy.

## **Rescind Confidential Status Request**

Complete Part 1 and 3 to rescind your request for a confidential status.

| PART 1: CURRENT STUDENT INFORMATION  |                |                   |             |
|--|----------------|-------------------|-------------|
| First Name: Mid  | dle Initial: L | ast Name:         | Student ID: |
|  |                |                   |             |
| PART 2: REQEUST FOR CONFIDENTIAL STATUS  |                |                   |             |
| Please note: If your parents or legal guardian claim you on their federal taxes, it is their legal right to request information about your education and this form will not apply to that circumstance. This form also does not cover employment information or information requested by subpoena. |                |                   |             |
| I, the undersigned, request that the Registrar's Office at Augusta University withhold the release of directory information to third-parties without my written consent.   |                |                   |             |
| Student Printed Name   |                | Student Signature | Date        |
| PART 3: RESCIND CONFIDENTIAL STATUS REQUEST  |                |                   |             |
| I, the undersigned, rescind my request to withhold the release of the above stated information to third-parties without my written consent.  |                |                   |             |
|  |                |                   |             |
| Student Printed Name   |                | Student Signature | Date        |