



**REQUEST TO WITHHOLD DIRECTORY INFORMATION**  
**ARIZONA STATE UNIVERSITY**  
**UNIVERSITY REGISTRAR SERVICES**

In accordance with my rights as an eligible student under the federal Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g, also known as FERPA or the Buckley Amendment (synopsis available in the University Registrar's Office and on the ASU University Registrar's Office website at: <http://students.asu.edu/policies/ferpa> , I hereby request that ASU not release directory information about me from my education record(s) without my specific written consent, as indicated below.

Arizona State University offers three options for withholding your Directory Information (Check One):

- Option 1: Withhold Only My Addresses & Telephone Number (including ASU email address)       Option 2: Withhold All of My Directory Information       Option 3: Withhold None of My Directory Information

I understand that directory information includes the following:

- My Full Name
- My Addresses: (e.g., Local, Home, Mailing and ASU e-mail, including directory number)
- My Local Telephone Number
- My Date of Birth
- All my Degrees and Awards Received
- My Academic Level
- My Major
- My College
- My Dates of Attendance
- My Height and Weight (If I'm a member of an athletic team)
- My Participation in Officially Recognized Activities and Sports
- The Most Recent Previous Educational Agency or Institution I Attended

This request about my directory information shall become effective immediately and shall remain in effect until revoked by me, in writing. I understand that even if I restrict access to my information, other students in classes for which I am registered may be given my name and contact information (generally e-mail address and/or telephone number) if, in the discretion of the instructor, this is appropriate to promote class discussion and/or interaction.

Student Name (Please Print)	ASU ID#	Telephone Number
Student Signature	Date	

Registrar Sites:	Downtown campus	Polytechnic campus	Tempe campus	West campus
In person:	University Center (UCENT) Suite 130 602-496-4372	Administration Building (ADMIN) 480-727-1142	Student Services Bldg (SSV) Rm. 140 480-965-3124	University Center Bldg (UCB) Rm. 101 602-543-8203
By Mail:	University Registrar Services 411 N. Central, Suite 130 Phoenix, AZ 85004	University Registrar Services 5990 S. Sterling Mall Mesa, AZ 85212	University Registrar Services PO Box 870312 Tempe, AZ 85287	University Registrar Services PO Box 37100 Phoenix, AZ 85069
By Fax:	602-496-0376	480-727-1008	480-965-7722	602-543-8312

If you have any questions about the use of this form, FERPA, or Directory Holds please visit our website at <http://students.asu.edu/policies/ferpa> or call any Registrar Site for assistance.

For Registrar Office Use Only

Checked picture identification  
 Posted to System  
 Processed by \_\_\_\_\_ / \_\_\_\_\_ Date  
 Audited by \_\_\_\_\_ / \_\_\_\_\_ Date