



GVSU Staff Only
Date Received \_\_\_/\_\_\_/\_\_\_
Date Processed \_\_\_/\_\_\_/\_\_\_
Processed By \_\_\_/\_\_\_/\_\_\_

FERPA

Request to Withhold/Release Directory Information

Student Information

Name: \_\_\_\_\_ Student G#: \_\_\_\_\_
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
City, State ZIP: \_\_\_\_\_ Email Address: \_\_\_\_\_

Directory Information at Grand Valley State University:

FERPA allows the release of certain pieces of "directory information" without the prior written consent of the student. Each college and university identifies what, if any, information will be considered as "directory information." The student has the legal right to "opt out" of the directory so that no information is released to anyone at anytime unless written consent is granted. GVSU directory information includes the following:

Name, local phone number and email address – this information appears in the PeopleFinder on the Grand Valley home page.

Dates of Attendance, Enrollment Status (less than half-time, half-time or full-time), Degrees and Certificates Earned, Dates of Degrees and Certificates Earned, and Major(s).

The university does NOT print a directory, nor do we release the directory in an electronic or list format.

Instruction to Withhold Directory Information

\_\_\_ Please do not release any of my directory information. I understand this instruction will be in effect until I submit a revised request in writing to Grand Valley State University Student Assistance Center.

Student Approval

Student Signature Student Printed name Date

Authorization to Release Directory Information

\_\_\_ I have previously instructed Grand Valley State University to withhold my directory information. At this time please remove the hold on my directory information. I understand this release will be in effect until I submit a revised request in writing to the Grand Valley State University Student Assistant Center.

Student Approval

Student Signature Student Printed name Date

Please contact the office of the Registrar with questions regarding this form.

When completed, please return to:

GVSU Student Assistance Center – 1 Campus Dr, 150 STU, Allendale MI 49401

Phone: (616) 331-3327 | Fax: (616) 331-2000 | Email: regdept@gvsu.edu | www.gvsu.edu/registrar