

STUDENT RECORDS PRIVACY REQUEST

to maintain confidentiality of “directory-type” information

In accordance with state and federal law, Portland State University has adopted rules to govern the gathering, use, and disclosure of student records, with the aim of guaranteeing the privacy of such records. Under the Student Record rules, most of the records that the University maintains with regard to a student can be disclosed without a student’s written consent only to the student, to University officials, to sponsors of financial aid (when the student has applied for or received aid), or to government agencies upon receipt of lawful subpoenas.

The University may, however, release “directory-type” information without obtaining a student’s prior consent, unless the student has elected to exercise the right of confidentiality/privacy. Directory information is limited to a student’s:

- Name
- Current address
- Telephone number
- E-mail address
- Dates of attendance
- Number of credits earned
- Major/Minor field of study
- Degrees and awards received
- The fact of enrollment, and whether full-time or part-time
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Students may request that their directory information not be disclosed by filing a written request with the Office of Admissions, Registration, and Records in the lobby of Neuberger Hall. By doing so you will restrict the release of *all* information, which means no information will be disclosed about you (including degrees awarded or fact of attendance), or published in any publication while the restriction is in effect.

Full copies of the rules may be obtained at the Office of Student Affairs, Smith Memorial Student Union, Room 433. Any person who believes the University is failing to comply with its rules or the federal regulations governing student records is urged to bring their complaint to the attention of the University. Complaints of non-compliance also may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington DC 20202-4605.

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Request to Restrict/Release Directory Information

I, _____, Student ID number _____, request that my
(please print full name)
directory information: be restricted be released.

Student Signature

Date

Please submit this form with a copy of valid photo ID to:

PORTLAND STATE UNIVERSITY
Office of Admissions, Registration and Records
Neuberger Hall Lobby
P.O. Box 751 • Portland, OR 97207
Fax: 503-725-5525