

**Missouri State University-West Plains**  
**Registration & Records Office**  
**Request to Prevent Disclosure of Student Information**

In compliance with the Family Educational Rights and Privacy Act (FERPA), Missouri State University-West Plains can release only selected information about a student, designated as "Directory Information," without the student's written consent (or as otherwise specifically allowed under FERPA). Directory information, as defined by Missouri State includes the following:

- Name
- Address\*
- Telephone number\*
- Campus email address
- Field of study, including majors, minors, certifications, and pre-professional areas of study
- Classification (e.g. sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Participation in officially recognized activities and sports, including photographs of athletes
- Dates of attendance, including matriculation, drop, and withdrawal dates
- Degrees and certificates received, including date awarded
- Awards received, including dean's list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and University-funded scholarships (excluding those that are need based)
- Previous education institutions attended

\*The University maintains a number of different address and telephone types for students. Three (residence hall, current mailing, and primary/permanent) are considered directory information. General requests for student addresses (e.g., requests for an "address directory of current students") will be fulfilled by providing one address for each student based on availability according to the following hierarchy: (1) residence hall; (2) current mailing, and (3) primary/permanent. General requests for student telephone numbers will be generated in similar fashion. All non-University contact information provided for purposes of the emergency notification system is not considered directory information. Cell phone numbers, unless provided as a residence hall, current, or primary/permanent telephone number, are not considered directory information.

**A FERPA hold** may be requested by currently enrolled students. This non-disclosure option means that the University may not release any directory information about the student (except as permitted under the provisions of FERPA.) The University may not even acknowledge to third parties that the person is a student at the institution. Generally, University officials will have routine access to review the student's information.

Students who do not wish for their information to appear in the printed directory must notify the Registration & Records Office by no later than the second week of classes during the fall semester. Requests made after the second week of the fall semester will result in the student information being removed from the web directory only.

In the course of daily business, the University generates a number of reports and documents (e.g., bills, grade reports, lists of majors within a given department, etc.) with student information, including address and telephone. Generally, students with a FERPA Hold are *not* excluded from these reports. If you feel that your personal safety is at risk should others learn your address, you are encouraged to consider obtaining a post office box for use in place of your personal address.

Additionally, in the course of daily academic activity, the University may combine class sections in-person or online to enhance the educational learning environment. If you believe your participation in this combined class jeopardizes your personal safety, you are encouraged to contact your instructor or the Registration & Records Office.

**I wish to have a FERPA hold placed on my record. Please read and initial below to indicate that you understand the following:**

\_\_\_\_\_ When I or anyone else calls the University regarding my educational record, including verification of enrollment status or degree(s) awarded, the reply will be similar to this, "I cannot give you information on that individual."

\_\_\_\_\_ A FERPA hold does not apply to any past publication or release of information.

In making this request, I have reviewed the above information. I understand that FERPA does provide for release of information under certain conditions, even if a hold is on my record. I also understand that this request will remain in effect until I rescind it in writing with the Registration & Records Office.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Bear Pass Number (Student ID)

\_\_\_\_\_  
Missouri State University Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use: Entered by \_\_\_\_\_

Date \_\_\_\_\_