

## Request to Withhold Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) permits the University to release "Directory Information" (public) at our discretion for any purpose. In keeping with the long established policy of the University, "Directory Information" will be released only when it is believed that release of information is in the best interest of the student. The following items are designated as "Directory Information:"

- Student's name
- Address (local)
- Email (Roosevelt)

Entered into Banner by \_\_\_\_\_

Photographs

- Major field(s) of study
- Dates of attendance
- Degree(s) awarded
- Honors and awards
- Officially recognized activities and sports
- Height and weight (athletes only)

If you wish to prevent the disclosure of "Directory Information," fill in the form below. This form is valid for one academic year.

	(), request th	nat my Directory
Student Name – please print	Student ID#	
Information be withheld by Rooseve	elt University, valid for the	academic year.
Email:	Phone Number:	
Student Signature	Date	
Please return completed form in per	rson, by e-mail, by mail or by fax to:	
Office of the Registrar, Chicago:	Office of the Registrar, Schaumburg:	
425 S. Wabash Ave., 1M14	1400 N. Roosevelt Blvd. Rm. 125	
Chicago, IL 60605,	Schaumburg, IL 60173	
(312) 341-3535	(847) 619-7950/7951	
Fax: (312) 341-3660	fax: (847) 619-7960	
Email: registrar@roosevelt.edu		
For office use only		

Date\_

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