

Request for Confidential Status of Directory Information

Please use the Request for Confidential Status of Directory Information webform if possible. The webform is available on the Office of the Registrar website.

Name _____ Humboldt ID: _____

Humboldt Email: _____

Use your official university (Example: email (abc123@humboldt.edu) unless you are no longer attending Cal Poly Humboldt.

All student records at Cal Poly Humboldt are kept in accordance with the provision of the Family Educational Rights and Privacy Act (FERPA). The campus is authorized under the Act to release student "directory information" to the general public. The university **does not** release any other student information to non-university persons or organizations without your written permission.

Directory information includes:

- name
- addresses (on-campus residence hall addresses are not released to the public)
- email
- telephone numbers (*on-campus residence hall telephone numbers are only released with prior permission of the resident*)
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- photographs
- dates of attendance
- class level
- enrollment status (full-time, part-time)
- degrees and awards received
- previous educational agency or institution attended by the student

Confidential status will prevent the release of all of the above listed directory information to non-university persons or organizations. Some of the effects of your decision will be:

- your email will be excluded from the campus student email directory;
- your name will not be printed in the commencement program at graduation (unless specifically requested below);
- outside persons or organizations (including friends or family) trying to reach you will not be able to do so through the university; the university will be unable to verify your degree, major or enrollment for potential employment; and
- your information may not be provided to outside parties offering some scholarship, career and other opportunities and benefits.

Select one option.

By submitting this form, I request confidential status. I wish to prevent the release of my directory information and understand the consequences of my decision.

By submitting this form, I request confidential status (with commencement program exception). I wish to prevent the release of my directory information, except I want my name to be printed in the commencement program. I understand the consequences of my decision.

Student's Signature

Date

Please return completed form to the Office of the Registrar (SBS 133).