



# FERPA-REQUEST TO WITHHOLD DIRECTORY INFORMATION

**POLICY:** A student has the right to withhold "directory information" except to school officials with legitimate educational interests and others as outlined in the [Right to Consent to Disclosure](#) policy. To withhold directory information, a student must complete this request and submit to the Registrar's Office. Once filed, this request becomes a permanent part of the student's record until the student instructs CPP in writing to remove the request.

The following items of information regarding a student's record are considered directory information. Directory information is considered as public information and may be released without the students' prior consent.

- Student name
- Degree/Awards received
- Participation in officially recognized sports/activities
- Email address(es)
- Date of Attendance
- Weight and height of athletic team member
- Major field of study
- Previous educational agency or institution attended
- Enrollment status

### INSTRUCTIONS:

Submit this request to the Registrar's Office with a copy of photo identification to registrar@cpp.edu

Name \_\_\_\_\_ Date of Request \_\_\_\_\_  
Last First MI

Bronco ID: \_\_\_\_\_ Phone #: \_\_\_\_\_

Personal E-mail: \_\_\_\_\_ CPP E-mail: \_\_\_\_\_

I have read this form carefully and understand the consequences of my decision to prevent the release of directory information. I understand the following:

- This prohibits Cal Poly Pomona from acknowledging any information regarding my enrollment to any third parties including employers, loan deferments, requests from non-institutions persons/organizations, or me unless a written request with my signature is received. No information will be released to me or any person(s) via the telephone, email or any form.
- This does not prevent disclosure to personnel within the University or a lawfully issues subpoena, the US Department of Education, Department of Veteran Affairs, Office of the Inspector General, The college's accreditation and licensure agencies, state and local education authorities, Financial Aid agencies for which the student has applied, the IRS in compliance with the Taxpayer Relief Act, Immigration and naturalization for SEVIS, and Assistant Attorney General or higher – Patriot Act.
- This suppresses my information verbally and in printed form (i.e. campus directory, web directory, commencement program).
- This is applicable until such time as I request that it be removed, and I must initiate this option by filing a request to Release Directory Information.

STUDENT SIGNATURE:

DATE:

FOR OFFICE USE ONLY		
Received by:	Date:	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
RO Staff Signature:	Date:	