



DIRECTORY INFORMATION NON-DISCLOSURE FORM

This form is to BLOCK the Release of your Directory Information

Complete this form if you are unable to apply/release your privacy settings via:
LOCUS Student Center ==> Personal Information ==> Privacy Settings

Directory Information. Loyola University Chicago, in compliance with the *Family Rights and Privacy Act of 1974, as Amended (FERPA)*, has designated the items listed below as *Directory Information* (public information, which would not generally be considered harmful or an invasion of privacy if disclosed). Loyola University may, as permitted under FERPA, release or use this information without the student's written consent or approval. NOTE: Loyola University Chicago does not release Directory Information to third parties to be used for commercial purposes.

Students have the right to block the release of their *Directory Information* without their express written consent. This request can be made at any time by submitting this form, signed. It will be honored by Loyola University Chicago until removed, in writing, by the student.

Student Directory. Loyola University Chicago currently makes the following information available through the on-line *Student Directory*: student's name, address, phone number, and e-mail address. If you do not want this information to appear in the student directory please submit this form. The submission of this form will render all FERPA designated *Directory Information* private.

DIRECTORY INFORMATION:

- student name
- student address(es)
- telephone number (s)
- e-mail address (es)
- photograph
- major and minor field(s) of study, including the college, division, department, institute or program in which the student is enrolled
- dates of attendance
- grade level (such as freshman, sophomore, junior, senior, or graduate level)
- enrollment status (undergraduate or graduate, full-time or part-time)
- date of graduation
- degree(s) received
- honors or awards received, including selection to a Dean's list or honorary organization
- participation in officially recognized activities and sports
- weight and height of members of athletic teams

Loyola University Chicago will honor your request to place a *Directory Information Hold* on this information, but cannot assume responsibility to contact you for subsequent permission to release the hold. The University assumes no liability as a result of honoring your instructions to block your *Directory Information*.

The completed form may be scanned and sent via email or hand delivered or sent via FAX:

The Office of Registration and Records
Attention: FERPA
Loyola University Chicago Water Tower Campus
820 North Michigan Avenue, Suite 504 Chicago,
IL 60611
EMAIL: FERPA@luc.edu
FAX: 312-915-6452

I, _____, LUC ID# _____,

signature required

direct Loyola University Chicago to block the release of my *Directory Information* until directed by me in writing to make this information available to non-institutional persons or organizations.

Date: _____

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. For a broader discussion of your privacy rights under FERPA, go to <http://www.luc.edu/ferpa>