

# Directory Restriction Request Form

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NET ID	Last Name	First	MI
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Address—Street—Apt. #	City	State	Zip Code
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Email	Daytime Phone Number
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Pen to Paper Signature Required	Date
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Under the Family Educational Rights and Privacy Act (FERPA), directory information includes, but is not limited to: name, address, telephone number, email address, major field of study, participation in officially recognized activities and sports, dates of attendance, and degrees and awards received. Under FERPA, directory information may be shared with a third party without a student's prior written consent. I understand that Eastern Washington University will release directory information without my permission or prior knowledge upon presentation of a court order or subpoena, to student loan lenders (directly and/or through the National Student Clearinghouse), in a health and/or safety emergency, for routine administrative and statistical purposes, and under any other allowable exceptions outlined in the Family Educational Rights and Privacy Act 34 CFR part 99.31.

I request that except for the above allowable exceptions (in bold), my directory information be kept confidential. I understand that completing this form means that my information will not be forwarded to the National Student Clearinghouse for the purposes of issuing enrollment verifications and degree verifications to insurance providers, potential employers, etc. I also understand that my name will not appear on any publicly released honors list and will not be printed in the commencement program. If I am a student athlete, I also understand that this restriction will limit the ability of the university to share my name and other information with the media and/or any other third party. I also understand that I will not receive any general mailings from the University concerning student life/campus activities.

I further understand that Eastern Washington University staff will not be able to discuss information about my student record with me over the phone and that I must come to Eastern Washington University in person to transact any business in regards to my student record or that I will need to conduct all business with the University by logging into EagleNET. If I do not have my EWU ID, I understand that I must come to the Records & Registration office in person with a picture ID to get my EWU ID and that staff will not be able to reset my EagleNET PIN over the phone.