



UNIVERSITY OF MISSOURI-KANSAS CITY

FERPA: Restrict or Release Directory Information

OFFICE OF REGISTRATION & RECORDS

The University of Missouri-Kansas City is committed to protecting the privacy of student academic records in compliance with all federal, state and university legislation, regulations and policies. The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that requires the University notify students annually of privacy rights afforded to students. This notification is not intended to thoroughly explain FERPA. For more information, please refer to: <http://www.ed.gov/policy/gen/guid/fpco/index.html>

All personally identifiable educational records maintained by the University and recorded as part of the normal business of the University are protected by FERPA. The student and only the student may view his or her own records, unless specifically noted as an exception by FERPA. People who may legally view a student's record are: employees of the University who need to view the records in order to conduct the business of the University; lenders and organizations who are associated with the financial aid processing; parents who demonstrate that they financially support the student; and legally issued subpoenas. There are other exceptions noted in FERPA which students may review on the Department of Education, Family Policy Compliance Office website.

Some information within the educational record is defined as directory information and may be released without the student's consent **unless** the student submits a written request to restrict the release of directory information. UMKC defines "Directory Information" to include the following:

- Student name
- Address, telephone and email
- Major field of study
- Dates of attendance
- Student level
- Full or part time enrollment status
- The most recent previous educational institution attended
- Degrees and awards received
- Participation in officially recognized activities and sports

Directory information is made available to the public which includes publication of an electronic and / or printed student directory. All students' names, addresses, email and telephone numbers will be included in the directory. Students who restrict the release of directory information will not appear in the directory and no information will be released to the public from the students' records. Information other than that identified as directory is confidential and is not released to third parties without the express written consent of the student.

Students who restrict the release of their directory information need to understand that the University may not be able to respond to inquiries by the student or by third parties, by telephone, or in any other format without the express written consent of the student. In addition your name will not appear in the Commencement Program that is printed for the commencement ceremonies. Your name will still be announced as you cross the stage to be recognized for your degree. In the term of your anticipated graduation the Registration and Records Office will allow students who have restricted their directory information an option to have their name printed in the commencement program. You will receive an email to your UMKC email account which you must reply to from your UMKC email account permitting the university to print your name in the commencement program without removing the restriction on your directory information. Students may elect to restrict all of their directory information or none of it, but may not select individual fields from directory information for restriction.

Please complete the section below and sign and date your request if you wish to restrict the release of your directory information. You may also restrict or un-restrict your information on Pathway at Self Service > Campus Personal Information > Privacy Settings. Changes made via Pathway may take up to 2 business days to be reflected in the electronic directory. Return this form to the UMKC Registration & Records Office in Room 115 of the Administrative Center, or mail it to 5100 Rockhill Road, Kansas City, MO 64110. Call (816) 235-1213 if you have any questions about FERPA or the restriction on release of directory information.

___ I request that my directory information be restricted from release unless I provide written consent.

___ I approve the release of directory information from my UMKC records.

Student name: _____ ID#: _____ Phone: _____

Student signature: _____ Date: _____