

**SAMUEL MERRITT UNIVERSITY**  
**FERPA DIRECTORY INFORMATION OPT-OUT FORM**

Name (please print): \_\_\_\_\_

Student ID: \_\_\_\_\_

**NOTICE OF DIRECTORY INFORMATION**

In accordance with Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student's education records are maintained as confidential by Samuel Merritt University and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the student's prior written consent. The law, however, does allow the University to release student "directory information" without obtaining the prior consent of the student.

Samuel Merritt University defines "directory information" as the following categories of student information:

- Student name
- Field of study
- Dates of attendance
- Current enrollment status (full-time/part-time)
- Receipt or non-receipt of a degree

If you do not want Samuel Merritt University to release your directory information without your prior consent, you may choose to "opt-out" of this FERPA exception by signing the Form below.

Students should keep in mind that "opting-out" of the release of certain directory information will limit the University's ability to confirm things like your record of attendance with perspective employers or student loan officials without first obtaining your consent. Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

It should be noted that there may be instances when the University is legally required to disclose the directory information of a student who has completed a FERPA opt-out form, such as in the event that the University receives a valid subpoena requesting the records. The University complies with all applicable state and federal laws and regulations.

**TO SAMUEL MERRITT UNIVERSITY REGISTRAR:**

I request the withholding of the following personally-identifiable information that Samuel Merritt University has identified as Directory Information under FERPA. I understand that upon submission of this form, the information checked cannot be released to third parties without my written consent or unless the University is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked directory information will not otherwise be released from the time the Registrar receives my form until my opt-out request is rescinded. I further understand that if directory information is released prior to the Registrar receiving my opt-out request, Samuel Merritt University may not be able to stop the disclosure of my directory information.

☐ ALL INFORMATION IDENTIFIED BELOW OR CHECK THE BOXES THAT APPLY:

- ☐ Name
- ☐ Field of study
- ☐ Dates of attendance
- ☐ Current enrollment status (full-time/part-time)
- ☐ Receipt or non-receipt of degree

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_