



**FERPA Nondisclosure of  
Directory Information Request**

Office of the Registrar, Eckhart Hall 1<sup>ST</sup> Floor,  
347 S. Gladstone Ave. Aurora, IL 60506  
Phone: 630-844-5462 Fax: 630-844-5463  
registrar@aurora.edu

**STUDENT INFORMATION**

**This form must either be completed in person with a photo ID in the Office of the Registrar, must be emailed to registrar@aurora.edu from your AU email account, or the form must be notarized and submitted to the Office of the Registrar at the above address.**

Student ID: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_@aurora.edu

Full Name: \_\_\_\_\_  
*Last Name* *First Name*

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), you have the right to have "directory information" withheld from release. The following items are designated as directory information at Aurora University:

- Student's name
- Address
- Telephone number
- Email address
- Photographs/electronic images
- Date and place of birth
- Major field of study
- Grade level (e.g., freshman, graduate student)
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Participation in officially recognized activities or sports, including height and weight of athletes
- Dates of attendance
- Degrees, honors, and awards received
- Previous educational institutions attended

**Considerations**

1. Please give careful consideration to the consequences of withholding directory information. Should you do this, any future requests (from the effective date of when the form is submitted forward) for such information, including the fact that you are enrolled, from persons or organizations unaffiliated with the university, will be refused. Our response when an inquiry is received about your student record will be: "We have no information about this person."
2. The university will not contact you when a request for information is made; therefore, if you do wish to have information released to a specific person or organization while this request is in effect, you must establish (in Self-Service if you are a current student) a FERPA Authorization to Release Information for them. No information will be released to anyone, including you, without proof of identity.
3. The university will not print your name in graduation, honors and/or awards lists unless you file a second written request to rescind your directory information nondisclosure request at least one month prior to graduation. Since your request remains in effect until you file a written request to remove it, please be aware that an active request to not disclose directory information will prevent the release of your directory information to any and all prospective employers.
4. In order to apply to printed student lists, any new request or the rescinding of an existing request must be submitted by the end of the second week of classes for the given term. After that date, the university cannot guarantee that your directory information will not appear in a printed publication.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Entered on NAE \_\_\_\_\_ Entered on STRK \_\_\_\_\_ Verified appears in Context card \_\_\_\_\_ Emailed student: \_\_\_\_\_