

Staff Only  
Date Received: \_\_\_\_\_  
Date Processed : \_\_\_\_\_  
Processed by: \_\_\_\_\_



OFFICE OF ACADEMIC RECORDS  
***FERPA Request to Withhold/Release Directory Information***

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Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ Email Address: \_\_\_\_\_  
State and Zip Code: \_\_\_\_\_

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**Explanation of Directory Information**

HCU reserves the right to publish your directory information unless you have instructed the University not to do so. HCU has designated the following student information as public or “directory information”:

- Name, local and permanent address and telephone numbers
- Email addresses
- Date and place of birth and sex
- Classification
- Major field(s) of study
- Dates of attendance, degrees, and awards received
- Most recent previous educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs

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**Instruction to Withhold Directory Information**

\_\_\_\_\_ **Please do not release any of my directory information. I understand this instruction will remain in effect until I submit a revised request in writing to the HCU Office of Academic Records.\***

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

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**Authorization to Release Directory Information**

\_\_\_\_\_ **I have previously instructed HCU to withhold directory information. Please, remove the hold on my directory information. I understand that this release will remain in effect until I submit a revised request in writing to the HCU Office of Academic Records.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\*Regardless of the effect upon you, HCU assumes no liability for honoring your instructions that such information be withheld.