Non-Release of Directory Information Form

___This is to state that I do not want to have Directory information released without my consent.

I understand that I must renew this request each academic year by the date specified in the Notification of Student Privacy Rights.

_____	_____
Student Name (please print)	**Student ID number**
_____	_____
Academic year	**Student HSU e-mail address**
_____	_____
Student Signature	**Today's Date**

Fax form to (870)230-5479

Or Mail to: Office of the Registrar- HSU Box 7534- Arkadelphia AR 71999-0001

Inquiries call (870) 230-5135

For Office Use Only

Academic Year:_____

Date:_____

By:_____

Notification of Student Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202-5901

(5) The right to opt out of disclose of directory information. The University may disclose directory information without a student's prior written consent. Directory information includes the student's name and the name of his/her parent, guardian, and/or spouse; dates of school attendance at HSU; campus and home address, telephone number, and e-mail address; photograph, educational agencies and institutions attended; classification/number of credit hours completed; enrollment state (full or part time); major field of study; marital status; date and place of birth; high school attended; membership in student organizations; church affiliation; height and weight for athletic team members; and any degrees or awards received. However, students have the right to refuse to let the University provide directory information by providing written notice by October 10, 2010, using the attached form to the Office of the Registrar that all or part of the his or her directory information may not be released without prior consent.

GC 2010