



## STUDENT DIRECTORY OPT-OUT REQUEST & AUTHORIZATION

Revised 8/29/11

Black Hills State University maintains two levels of Student Directory Information: (1) Publicly Available Information and (2) Non-Public Information.

Publicly Available Information. Pursuant to regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g(a)(5)(A), as defined in 34 C.F.R. ss 99.3, Black Hills State University defines the following items as *Publicly Available Student Directory Information*:

- Name
- Dates of Enrollment (start and end date)
- Academic Level (Undergraduate or Graduate)
- Major Field of Study
- Date of Graduation and Degree Awarded
- Home Town

Black Hills State University may disclose any of these information items without prior written consent, unless notification to the contrary is given in writing by the student (via this executed form) to the Registrar's Office (Woodburn 104) by the 10th day of classes of the first semester during which the student is enrolled. Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated.

Non-Public Information. Black Hills State University defines the following items as *Non-Public Student Directory Information*:

- All Publicly Available Information (listed above)
- BHSU E-Mail Address

Black Hills State University makes these information items available to other students, institutional personnel or parents, in the case of children under age 18, unless notification to the contrary is given in writing by the student to the Registrar by the 10th day of classes of the first semester during which the student is enrolled. Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated. As long as a restriction is in place, directory information will not be made publicly available without your specific prior written authorization. Please consider the consequences of withholding directory information. For example, the University is unable to verify attendance and degree(s) for students who have withheld their directory information.

**I wish to restrict disclosure of directory information (check either or both):**

☐ **Withhold Publicly Available Directory Information**

☐ **Withhold Non-Public Directory Information**

I understand that this restriction stipulation shall remain in effect until removed in writing by me, even if I have withdrawn or graduated. As long as an opt-out is in place, directory information will not be made available without my specific prior written authorization.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

**Student ID or Last  
4 Digits of SSN:**  
**Date of Birth:**

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Print Name: \_\_\_\_\_

X \_\_\_\_\_

**Please return completed form to the BHSU Registrar's Office (Woodburn 104)  
1200 University Street, Unit 9666, Spearfish, SD 57799-9666**

I hereby cancel this Request & Authorization to restrict disclosure of my directory information  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ X \_\_\_\_\_