



Office of Admissions, Registration, and Records
Neuberger Hall, Room 104
503-725-3511
503-725-5525 fax
www.pdx.edu/registration

STUDENT RECORDS PRIVACY REQUEST

To maintain confidentiality of “directory-type” information

In accordance with state and federal law, Portland State University has adopted rules to govern the gathering, use, and disclosure of student records, with the aim of guaranteeing the privacy of such records. Under the Student Record rules, most of the records that the University maintains with regard to a student can be disclosed without a student’s written consent only to the student, to University officials, to sponsors of financial aid (when the student has applied for or received aid), or to government agencies upon receipt of lawful subpoenas.

The University may, however, release “directory-type” information without obtaining a student’s prior consent, unless the student has elected to exercise the right of confidentiality/privacy. Directory information is limited to a student’s:

- Name
- Current address
- Telephone number
- E-mail address
- Dates of attendance
- Number of credits earned
- Degrees and awards received
- The fact of enrollment, and whether full-time or part-time

Students may request that their directory information not be disclosed by filing a written request with the Office of Admissions, Registration, and Records in the lobby of Neuberger Hall. By doing so you will restrict the release of *all* information, which means no information will be disclosed about you (including degrees awarded or fact of attendance), or published in any publication while the restriction is in effect.

Full copies of the rules may be obtained at the Office of Student Affairs, Smith Memorial Student Union, Room 433. Any person who believes the University is failing to comply with its rules or the federal regulations governing student records is urged to bring their complaint to the attention of the University. Complaints of non-compliance also may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

Note that students have access to their academic information online via the PSU Information System. PSU recommends that students keep the PIN (Personal Identification Number) they use to access this information secure, and to change the PIN at regular intervals. For more, see the Help feature at banweb.pdx.edu.



Request to Restrict/Release Directory Information

I, _____, student ID number _____, request that
(please print full name)

my directory information be restricted be released.

my online access to academic information via the PSU Information System be disabled: _____
(initial)

Student Signature

Date