

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:

- Current first, middle, last and preferred first name
- Current @pdx.edu email address
- Dates and/or terms of attendance
- Field of Study (major/minor)
- Degrees and awards received
- Date(s) of degree(s)
- Term of application for degree(s)
- Number of credits earned, including class standing
- Fact of enrollment, including enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Status as a graduate assistant, including work assignment and FTE
- Dates of employment for student employee positions

Students may request that their directory information not be disclosed to the public by filing this form or a written request with the Office of the Registrar in Western Hemlock 21. (Even with a privacy restriction in place, student information will be shared with those designated as University officials as allowed under FERPA in order to complete necessary and legitimate University work.)

Requesting non-disclosure of directory information will:

- Restrict disclosure of all student information, including degrees awarded or fact of attendance.
- Remove information in all publications, including the online student directory and commencement program.
- Require a photo ID to receive any customer service related to your student record.
- Prevent any customer service related to your specific student record over the phone (general information will always be available).
- Remain in effect until you release the restriction using this form.

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.

Request to Restrict/Release Directory Information

I, _____, Student ID number _____,
(please print full name)

request that my directory information: be restricted be released

Student Signature

Date

Please submit this form with a copy of a valid photo ID to:

PORTLAND STATE UNIVERSITY • OFFICE OF THE REGISTRAR • P.O. BOX 751 • PORTLAND, OR 97207