



Registration & Records
Enrollment Management Services
333 S. Twin Oaks Valley Road, CRA 3900
San Marcos, CA 92096
760-750-4814
FAX 760-750-3700

FERPA:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." This policy designates the Vice President for Student Affairs as the Compliance Officer for the University. This policy also clarifies secondary roles and responsibilities in University procedures for ensuring compliance.

Note: This authorization is valid until a written request to rescind is received by the Office of the Registrar.

Submit the completed form to Cougar Central, CRA 3900.

ATTN: Office of the Registrar

For Office Use Only:

Date received: _____

Date processed: _____

Initials: _____

**Family Educational Rights & Privacy Act (FERPA)
AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION**

Part I: Student Information

Last Name: _____

First Name, Middle Initial: _____

Student ID: _____

CSUSM Email: _____

Part II: Understanding of Non-Disclosure of Directory Information

The following is considered directory information at CSU San Marcos and will be made available to the general public unless the student notifies the Office of the Registrar in person or in writing before the last day of the add/drop period.

"Directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of such directory information. CSU San Marcos will honor your request to withhold directory information. Please consider carefully the consequences of any decision to withhold such directory information. Should you decide not to release any of this information, any requests for such information from CSU San Marcos will be refused. This authorization is valid until a written request to rescind is received by the Office of the Registrar.

I hereby request CSU San Marcos not release any directory information from my academic records. I have read the above paragraphs and understand the consequences of my action.

Student Signature: _____

Date: _____

Resources:

http://lynx.csusm.edu/policies/policy_online.asp?ID=94

<http://www.csusm.edu/dos/studentconsumerinfo.html#ferpa>