

# TROY UNIVERSITY

## FERPA Request to Withhold/Release Directory Information Form

Pursuant to the Family Educational Rights and Privacy Act (FERPA), student information designated by TROY as Directory Information may be released without a student's prior written consent to anyone for any purpose. Under FERPA, you have the right to instruct TROY to withhold your Directory Information. If you instruct TROY to withhold your Directory Information, TROY will decline all future requests from Non-TROY individuals or organizations for your information unless TROY is legally required to disclose it, such as to authorized federal, state, and local authorities or in response to a judicial order or valid subpoena. Your Directory Information will still be accessible internally by authorized TROY employees.

Before signing this form, please consider the consequences of withholding your Directory Information. For example, TROY would be unable to verify your degree, major, or enrollment for possible employment, non-TROY scholarships, credit applications, insurance purposes, apartment leases, etc.

You may instruct TROY to withhold your Directory Information at any time by completing and submitting this form to the Office of the University Registrar. TROY will honor your instruction until you inform the Registrar in writing that you no longer want TROY to withhold your Directory Information.

The following information has been designated by TROY as Directory Information:

- Student's name and email address
- Dates of attendance
- Major and Minor fields of study, degree desired, classification (freshman, sophomore, junior, senior) and full-time or part-time status
- Participation in officially recognized activities
- Degrees and awards received (i.e. Dean's list, Who's Who, etc.).

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### Withhold my Directory Information

I hereby instruct TROY to withhold my Directory Information, including all records and information listed above. I want to prevent the disclosure of my Directory Information, and I understand the consequences of doing so.

Name (print): \_\_\_\_\_

Student ID#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Release My Directory Information

I have previously instructed TROY to withhold my Directory Information, and I hereby withdraw that instruction and authorize TROY to release my Directory Information.

Name (print): \_\_\_\_\_

Student ID#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Submission Instructions

- **Scan and Email** to [troyrecords@troy.edu](mailto:troyrecords@troy.edu). Submissions sent from personal email (non-TROY email account) must include a notarized copy of a government-issued photo ID.
- **Deliver in Person** to (must present a government-issued photo ID) the Office of the University Registrar, 135 Adams Administration Bldg., Troy, AL 36082.
- **Mail** (must include notarized copy of government-issued photo ID) to:  
Office of the University Registrar  
135 Adams Administration Building  
Troy, AL 36082
- **Fax** (must include notarized copy of government-issued photo ID) to: (334) 670-3167