

**OFFICE OF THE REGISTRAR  
OREGON STATE UNIVERSITY**

102 Kerr Administration Bldg., Corvallis, Oregon 97331-2103  
Telephone 541-737-4331

**COMPLETE CONFIDENTIALITY RESTRICTION ON STUDENT INFORMATION**

Both federal and state laws permit Oregon State University to release to the public “directory” information regarding current and former students without the student’s consent. Directory information includes: name, current mailing address and telephone number, current ONID e-mail address, campus office address, class standing, month and day of birth, major field of study, full-time or part-time enrollment status, status as a graduate teaching assistant or graduate research assistant, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, dates(s) of degrees(s), and most recent previous educational institution attended by student.

Oregon State University students can prohibit the release of directory information to the public by signing the authorization below. It will NOT, however, prohibit the release of directory information to entities of Oregon State University that have a “need to know” to accomplish their required tasks. It further will NOT prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University. For more information, refer to the **Student Records** on the web, or in the printed *Registration Information Handbook*. **Signing the Complete Confidentiality Restriction also will prevent employees of OSU from providing any directory or confidential information to the student by phone or e-mail since we will not be able to verify the caller’s identity by phone.**

Students who also are OSU employees should be aware that filing this restriction will result in suppression of both employee and student information.

The authorization to restrict directory information remains in effect until the student revokes it or until the student becomes deceased. This authorization has no effect on directory information released prior to the completion of this request.

**TO RESTRICT DIRECTORY INFORMATION, COMPLETE THE FOLLOWING AUTHORIZATION:**

I authorize Oregon State University to restrict ALL directory information regarding myself until such time that I cancel this request in writing:

\_\_\_\_\_  
PRINT Full Legal Name

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Student’s Address

\_\_\_\_\_  
Student’s OSU ID Number

\_\_\_\_\_  
Date Signed

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**Office Use Only:**

\_\_\_\_\_  
Banner Entry Date

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**REVOCATION OF AUTHORIZATION:** I hereby revoke the above restriction of release of directory information.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date of Revocation

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**Office Use Only:**

\_\_\_\_\_  
Banner Entry Date

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[Updated: June 1, 2007]