

REQUEST FOR DIRECTORY EXCLUSION

The purpose of the Federal Educational Rights and Privacy Act of 1974 is to protect the privacy of information concerning individual students by placing restrictions on the disclosure of information contained in a student's education records. FERPA allows certain information to be released in a "directory" format. By submitting this form, you are electing to be excluded from this directory and, as a result, your information will NOT appear in the:

- UT's Online "People Search" directory (directory.utk.edu)
- Commencement Program the term I graduate
- Online list of confirmed degrees, and
- Data provided to non-University (external) entities

Directory information includes: name, semester (local) and permanent address, NetID, email address (university-supplied), telephone number, classification, most recent previous educational institution attended, graduate or undergraduate level, full-time or part-time status, college, major, dates of attendance, degrees and awards, participation in school activities and sports, weight and height.

PRINT CLEARLY

_____ UT Student ID # _____
(STUDENT NAME) (NOT SSN)

I understand that this request for directory exclusion will remain in effect until I ask that it be revoked.

STUDENT SIGNATURE

DATE

PHONE NUMBER

RETURN COMPLETED FORM TO:

**Office of the University Registrar - Attention: Charlene Ingle
209 Student Services Bldg.
Knoxville, TN 37996-0221**

FAX 865-946-2606

PHONE 865-974-1501

OFFICE USE ONLY			
INVOKE			REVOKE
		"Notele" file	
		Telephone Services	
		Web Directory	
		Excel File	