



Request to Prevent Disclosure of Student Information

The Family Educational Rights and Privacy Act (**FERPA**) is a federal law that protects the privacy and confidentiality of student records. While FERPA prohibits educational institutions from releasing non-directory information from a student's record without written consent, **FERPA authorizes the release of Directory Information without a student's consent.**

In Accordance with FERPA, Mason Defines Directory Information as:

- Student Name
- Telephone Numbers
- Class (Fr, So, Jr, Sr, Gr)
- Dates of Attendance
- Photographs
- Addresses
- Email Addresses
- Enrollment Status (Full or Part Time)
- Awards and Honor's
- Past and Present Participation in Officially Recognized Sports and Activities
- Date and Place of Birth
- Major and Field of Study
- Degrees Conferred (Including Dates)
- Previous Institutions Attended
- Physical Characteristics of Athletes

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, complete this **Request to Prevent Disclosure of Student Information Form** and submit it to the Registrar's Office in person with a photo ID or through your official Mason email account to regsite@gmu.edu.

Student Information	
Full Legal Name	G Number

Please carefully read the description of both holds and consider the consequences of each selection. The hold you select will remain in effect, including after graduation, until it is revoked. A confidential hold will not allow Mason to respond to any requests for information about you, such as from an employer. Mason will be unable to verify your enrollment or degrees conferred. Mason will not acknowledge you are or have been a student here to any person or entity who inquires. Your name will not appear in the commencement program.

Hold Name	Description	(Check One)
People Finder Hold	Prevents a student's information from appearing in People Finder. People Finder is Mason's online faculty, staff and student directory. Directory Information may still be released over the phone.	
Confidential Hold	Prevents disclosure of all student information. Students who elect this hold must conduct all university business in person with a photo ID or via their official Mason email address. No student information will be released over the phone. <i>*You must remove this hold in order for your name to appear in the commencement or convocation program</i>	
Remove Current Hold	I revoke the people finder and/or confidential hold previously placed on my account, effective immediately	

Student Signature **Date**

You must submit this request to the Registrar's Office by 5:00pm on the Friday of the first week of the semester to have information withheld in time for People Finder.