



UNITED STATES
SPORTS UNIVERSITY

**Family Educational Rights and Privacy Act Declaration
Withhold Release of Directory Information
("Placing a FERPA Block") (page 1 of 2)**

- Read and initial the information on the second page of this form.
- Complete the information below.
- Return this form to the Registrar's Office (Email: registrar@ussu.edu; Fax: 251.625.1035) or mail

Student ID Number: _____ B.S.S. M.S.S. Ed.D. Continuing Education

Your full legal name

Surname/Family name: _____

Given names: _____
First Middle/Others Suffix, if any

Check *one* of the following:

This block is intended for the time during which I am a current student at the University.

I am in my final term; this block is intended for the time after I leave the University.

I hereby remove the FERPA block from my record.

"I have read and understand the policy and effects of placing a FERPA block on my record."

Your signature: _____ Date: _____

You may revoke this block at any time by notifying the Registrar's Office in writing.

For Registrar's Use Only:

Date Received:	
Date Block Added:	
<input type="checkbox"/> Directory = N	
<input type="checkbox"/> Restriction=FERPA	
Date Block Removed	
<input type="checkbox"/> Directory=Y	
<input type="checkbox"/> FERPA Restriction Ended	

Process for Creating a FERPA block at the United States Sports University

Under the rights accorded you by the federal law known as the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), the United States Sports University may release directory information about you to the general public, including other students. We work hard to protect your privacy and we do not automatically release such information to all requestors.

The policy:

Directory information is defined in FERPA policy as being limited to the following items:

- Name
- Current enrollment
- Full-time or Part-time status
- Dates of attendance
- Class standing
- Field(s) of study
- Awards and honors (e.g. Dean's List, President's List)
- Degree(s) conferred (including dates)
- Local address as a student
- Permanent address as a student
- Local telephone number
- E-mail addresses
- Past and present participation in officially recognized University activities
- Previous institution(s) attended
- Date and place of birth
- Schedule of classes
- Photographic or videotaped image

Examples of information which are NOT directory information and which are thus not releasable without advance student permission or applicable exception under the Act include specific course grades, grade-point averages (GPA), race, religion, or parent names.

Currently enrolled students may withhold disclosure of directory information. To withhold disclosure, this form must be received by the Registrar's Office. Directory information will then be withheld until you release the block disclosure. Students should understand that, by withholding directory information, some information you might consider important may not reach you.

If you wish for a "FERPA block" on directory information to remain in effect after your last term of enrollment, a separate written request must be made to the Registrar prior to the end of that term. Such a block will remain in place until removed in writing.

I have read the policy above and am aware of the full policy in the USSU Catalog.

Your initials here _____

The effect of placing a FERPA block on your record:

Since the FERPA block is "all or nothing," we cannot always hold certain categories of directory information as private while always releasing others.

As a result, we are especially concerned that you know the effects that your declaration may have on USSU's ability to communicate appropriately for you and with you. The United States Sports University is already very restrictive in protecting your personal information, even when you allow access. If you file this form, all inquirers will be told "we have no information available about this person."

I understand the effects of placing a FERPA block on my record may have.

Your initials here _____

If you have any questions about the policy, please contact:
USSU Registrar 251-626-3303 ext. 7146; registrar@ussu.edu
Mail: USSU, 1 Academy Drive, Daphne, AL 36526