



## Directory Information Withhold or Release

The items listed under **Directory Information** may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of **Directory Information**. Please consider carefully the consequences of any decision to withhold **Directory Information**. Should you decide to inform this institution not to release **Directory Information**, any future request for such information from non-institutional persons or organizations will be refused.

**\*Should you decide to withhold Directory Information, you may authorize at a later date on a transaction-by-transaction basis, the release of directory information or you may cancel the withhold directory. See below under "Release Directory Information".**

OLLU will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, OLLU assumes no liability for honoring your request for information to be withheld.

**Directory Information includes the following:**

- Name, Address (local and permanent), Telephone listing
- Email Address
- Dates of Attendance ("from" and "to" dates of enrollment)
- Major Field of Study
- The most recent previous educational agency or institution(s) attended
- Degree(s) and Awards received
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Photograph

The Registrar's Office is **not** responsible for **Directory Information** being released prior to receiving the **Directory Information Withhold** request.

<input type="checkbox"/> <b>Withhold Directory Information</b>	<input type="checkbox"/> <b>Release Directory Information</b>
<p>I want to <i>withhold</i> the following <b>Directory Information</b> and understand the ramifications of doing so:</p> <p><input type="checkbox"/> Secure Everything</p> <p>From the date this form is received in the Registrar's Office, we will honor your request to <b>Withhold Directory Information</b> until you request in writing that you wish to release the <b>Withhold Directory Information</b> designation.</p> <p>Name (print) _____</p> <p>Student ID# _____ Date _____</p> <p>Signature _____</p>	<p>I want to <i>release my</i> <b>Directory Information</b>.</p> <p>I no longer wish to prevent the disclosure of my <b>Directory Information</b>. I release Our Lady of the Lake University from any responsibility to withhold open <b>Directory Information</b> from the date this form is received in the Registrar's Office.</p> <p>From the date this form is received in the Registrar's Office, we will honor your request to <b>Release Directory Information</b> until you request in writing that you wish to <b>Withhold Directory Information</b>.</p> <p>Name (print) _____</p> <p>Student ID# _____ Date _____</p> <p>Signature _____</p>
<p><input type="checkbox"/> <b>*Transaction-by-Transaction Release</b></p> <p>You may authorize the release of information in writing on a transaction-by-transaction basis without removing the Withhold Directory Information designation.</p> <p>Please release, as needed, <b>Directory Information</b> to the following non-institutional persons and/or organizations:</p> <p>Organization Name or Person Name: _____</p> <p>Student Name (print) _____ Student ID# _____</p> <p>Signature _____ Date _____</p>	

Return this form to:  
Our Lady of the Lake University  
Registrar's Office  
411 S.W. 24<sup>th</sup> St.  
San Antonio, Texas 78207  
Fax: 210-436-2314  
Email: [registrars@ollusa.edu](mailto:registrars@ollusa.edu)