

Directory Information-Restriction or Release Request

Student Name:	
Student ID Number:	
Email:	

Student Signature: _____ **Date:** _____

1. **Restriction of Information from the Internet Directory**

I request that my name and RU email address not be included in the University Web Directory. This restriction should have no bearing on other releases.

2. **Restriction of all Directory Information**

I request that directory information as defined by Radford University below not be released (to persons other than those authorized by policy to receive this information) without my written consent.

Note: While there are sometimes very legitimate reasons why a student may want to restrict their directory information, please note that placing a restriction on the release of a student's information means that RU personnel cannot even acknowledge to a third party whether or not he/she is a student at the University. This can sometimes cause the student and their parents some inconveniences related to the verification of enrollment and/or graduation for insurance and loan deferment purposes.

Directory information has been defined by Radford University as:

- Student's name, date-of-birth, local and home address, phone listing and e-mail address
- Whether a student is currently enrolled
- Major field of study
- Participation in officially recognized activities & sports
- Weight & height of members of athletic teams
- Dates of attendance
- Degrees and awards received

3. **Release of Restriction of Information**

I rescind my request that my directory information be restricted. All restrictions to all directories should be removed.