



UNIVERSITY OF GUAM  
UNIBETSEDĀT GUAHAN

Enrollment Management & Student Services  
Admissions and Records

## REQUEST TO PREVENT DISCLOSURE OF INFORMATION

**TO:** Registrar  
Admissions & Records Office  
Field House, 1<sup>st</sup> floor, University of Guam  
UOG Station  
Mangilao, GU 96923

**FROM:** Student No. \_\_\_\_\_

Student Name \_\_\_\_\_

Address \_\_\_\_\_

**Student Type:**  Degree-Seeking, Bachelors  
(check one)  Non-Degree  
 Degree-Seeking, Masters  
 Postgraduate

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Academic Advisor \_\_\_\_\_

**Effective Term:** \_\_\_\_\_

According to the Family Educational Rights and Privacy Act (1974), directory information can be made available to the public without the student's permission; the following items are considered directory information:

- Student's name
- Address
- Telephone listing
- Date & place of birth
- Major field of study
- Class schedule
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student

A currently enrolled student may request that directory information be restricted by completing this form during the first two(2) weeks of any semester or during the first week of any summer term. **This request will remain in effect for this term and must be renewed every term for which the student is currently enrolled.**

**PLEASE NOTE:** WHEN YOU RESTRICT THE RELEASE OF DIRECTORY INFORMATION, NO INFORMATION WILL BE RELEASED TO ANYONE REGARDLESS OF NEED (e.g. family emergency). **In addition other departments and offices on campus will not be able to access student records to process financial aid, employment, and payroll. Student must think carefully about this option before submitting request.**

In accordance with the policy described above, I request that the release of my directory information be restricted. I understand to be effective for the current semester; this request must be filed no later than the first two (2) weeks of any semester or during the first week of any summer term.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR REGISTRAR'S OFFICE USE ONLY

Photo I.D. Verified: \_\_\_\_\_

Date: \_\_\_\_\_