



Seattle University  
 School of Law  
 901 12<sup>th</sup> Avenue, Sullivan Hall  
 P.O. Box 222000  
 Seattle, WA 98122-1090  
[www.law.seattleu.edu](http://www.law.seattleu.edu)  
 (206) 398-4150  
 (206) 398-4058 FAX

## DIRECTORY INFORMATION REMOVE or PREVENT DISCLOSURE

~ Please Print ~

Student ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

SU E-mail: \_\_\_\_\_@seattleu.edu

**Please check one:**

I request that Seattle University School of Law withhold all information about me (including the “directory information” listed below) from any third party until I authorize the release in writing.

I request that Seattle University School of Law remove the hold that is currently preventing disclosure of all information about me.

*I have read the information below and understand the consequences of this request.*

➤ **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Seattle University School of Law designates the following as “Directory Information” for current students: student name; on-campus address; SU e-mail address; name of most recent previous school attended; major; dates of attendance; grade level; enrollment status (full/part-time); degrees/awards/honors received.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of information designated as “Directory Information”.

**Please consider very carefully the consequences of this decision.** Seattle University School of Law will honor your request to withhold any information about you from the public **but cannot assume the responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Seattle University School of Law assumes no liability for honoring your instruction that such information be withheld.**

Be aware that your request to prevent disclosure means the following:

1. No information will be released about to a third party without your written authorization, except as required by law.
2. Unless you come in person with a picture ID to the office at Seattle University School of Law with which you intend to do business, no information whatsoever can be released about you. Any and all offices or departments, including your department or college, the Student Financial Aid or the Registrar’s Office, will not be able to release any information over the phone or in person without a picture ID. For example, during a registration period, were you to discover a financial hold has been placed on your account, you could not call Financial Aid to determine what that hold is, or how to correct it, since there is no way to verify your identity via the phone.
3. This request will remain in effect until it is released, in writing, by you.

OFFICE USE ONLY  
 Processed by: \_\_\_\_\_  
 Date: \_\_\_\_\_