

REQUEST TO WITHHOLD DIRECTORY INFORMATION

Name _____ School _____

Student ID [SID] _____ (If unknown, see www.yale.edu/sis and “Look Up Your University IDs” on Personal Data tab.)

A federal law, the Family Educational Rights and Privacy Act (FERPA), allows Yale to disclose certain basic information about you, known as “Directory Information,” without obtaining your permission. Directory Information includes the following: name; dates of attendance; school or residential college affiliation; local and other addresses; local land line telephone number; e-mail address; date and place of birth; major field of study; enrollment status; participation in University-sponsored extracurricular activities and sports; height and weight (athletes only); degrees, honors, and awards; previous educational institution(s); name and address of parents or guardian; pictures or video of you; and University Person Identifier (UPI). For more information on Yale Directory Information policy see [Statement on Disclosure of Directory Information](#).

If you agree that Yale can disclose your Directory Information, there is no need for you to take any action.

If you do not want Yale to disclose Directory Information, you must fill out this form.

Please consider very carefully the consequences of any decision to withhold Directory Information. If you choose to withhold Directory Information, you will not appear in the University’s online directory or any directory or facebook produced by your school or residential college for use within the school or college. You will have an email account, but the normal alias format of firstname.lastname@yale.edu will not work. In addition, without your specific written approval, University officials will not be able to confirm your enrollment or graduation, unless the disclosure would otherwise be permitted by FERPA. **Your decision to withhold Directory Information applies to the Commencement Program as well.** If you request non-disclosure in the year during which you receive a degree and if you want your name to appear in the program, you must inform your Registrar in writing.

You may complete this form at any time, but if this form is not received in the Registrar's Office prior to September 15, your information may be included in any of several printed directories produced at the beginning of each academic year.

If you wish to withhold Directory Information, please fill in the information at the top of this form, sign and date below, and return the completed form to the Registrar for your school or program.

Signature _____ Date _____