

## REQUEST TO LIFT RESTRICTION OF DIRECTORY INFORMATION

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Georgia College & State University recognizes the following information as directory information. This information may be released for any purpose at the discretion of the institution.

1. Name
2. Date of birth
3. Major field of study
4. Class status
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance and enrollment status
8. Degrees and awards received
9. Most recent previous school attended

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, **you have placed a restriction on Georgia College & State University, preventing release of the directory information listed below to anyone other than University personnel with a legitimate educational interest, without your written consent.** This is sometimes referred to as requesting “confidentiality”; however, with this restriction in place, any requests for the directory information listed above from non-institutional persons or organizations (*i.e.*, potential employers, loan agencies) have and will continue to be refused until this restriction is lifted.

Please note that the University does not release address or phone numbers to third parties, regardless of whether or not this restriction is in place on a student’s records.

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**To request that this restriction be removed from your records, and that the directory information listed above be made available to non-institutional persons or organizations on request, please complete the following and return this form to the Registrar’s Office, Parks Hall 107. You will be required to show photo identification when submitting this form.**

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
GCID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date