

JOHNS HOPKINS UNIVERSITY  
OFFICE OF THE REGISTRAR

**REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION**

To All Students:

Use this form if you do **not** want the University to release directory information. Designated directory information at Johns Hopkins University includes the following: name of student, local address, permanent address, e-mail address, local phone number, date and place of birth, names of parents and spouse, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, honors, photograph, year of study, and Hopkins ID. Johns Hopkins University may release this information at its discretion. Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the disclosure of directory information.

**If you do not submit this form to the Registrar, 75 Garland Hall, directory information as listed above may be released to anyone requesting it either in person, by mail, by telephone, and in some cases, online.**

As long as a hold is in place, directory information will not be released or published. Please consider the consequences of withholding directory information. For an example, if you selected dates of attendance and/or degrees and awards received below, the University will not verify that information to insurance companies or perspective employers. Requests for non-disclosure by currently enrolled students will be honored by the University until removed by the student.

Please check the boxes below to restrict disclosure of directory information. **Be sure to sign and date this form.**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Name               | <input type="checkbox"/> Date & place of birth     | <input type="checkbox"/> Year of study  |
| <input type="checkbox"/> Local address      | <input type="checkbox"/> Names of parents & spouse | <input type="checkbox"/> Major field of study                                       |
| <input type="checkbox"/> Permanent address  | <input type="checkbox"/> Dates & attendance        | <input type="checkbox"/> Degrees & awards received                                  |
| <input type="checkbox"/> E-mail address     | <input type="checkbox"/> Photograph                | <input type="checkbox"/> Honors   |
| <input type="checkbox"/> Local phone number | <input type="checkbox"/> Hopkins ID                | <input type="checkbox"/> Participation in officially recognized activities & sports |

- \*Do not disclose any of the directory information above**

*\* Important: If you checked this box, your name, degree and honors **will be** listed in the Commencement Program **unless** you specifically request otherwise by checking the box below:*

- \*I do not want my name, degree and honors listed in the Commencement Program**

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

Date \_\_\_\_\_

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

(Please Print)

This form must be hand-delivered to the Registrar's Office, 75 Garland Hall, by the student. A photo ID will be required. The non-disclosure request will remain in effect until the Registrar's Office receives a written request to remove the non-disclosure status.

The University policy on FERPA is online at [http://www.jhu.edu/news\\_info/policy/ferpa.html](http://www.jhu.edu/news_info/policy/ferpa.html)

**Please note that checking any of the items above does not impact or change what is visible on JHED. A separate procedure** must be followed if you want to exclude Johns Hopkins Enterprise Directory (JHED) information. You must login at <http://my.jhu.edu>, click on the MyJhed tab at the top of the screen and follow the directions under JHED Functions/Set Online Visibility.

If you have any questions, contact the Office of General Counsel at 410-516-8128 or the Registrar's Office at 410-516-7148.