



ANNUAL NOTICE OF DIRECTORY INFORMATION OPT-OUT

Family Educational Rights and Privacy Act (FERPA)

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student's prior written consent. The law, however, does allow schools to release student "directory information" without obtaining the prior consent of the parent/student. If you do not want the release of certain types of directory information without your prior consent, you may choose to "opt-out" of this FERPA exception by signing the Form below. Directory information of a student who has opted-out from the release of directory information, in accordance with this policy/procedure for opting out, will remain flagged until the student requests that the flag be removed by completing and submitting a revocation of the opt out to Alcorn State University, specifically to the

Office of the Registrar
Dr. John G. Igwebuike
Vice Provost for Academic Affairs & Student Records
601-877-6170
registrar@alcorn.edu

Specifically, Students, to complete the opt-out provision you must physically visit the Office of the Registrar to complete a form inclusive of the following:

FROM: STUDENT
TO: ALCORN STATE UNIVERSITY

I request the withholding of the following personally-identifiable information identified as Directory Information under FERPA. I understand that upon submission of this Form, the information checked cannot be released to third parties without my written consent or unless Alcorn State University is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked directory information will not otherwise be released from the time the University receives my Form until my opt-out request is rescinded. I understand that I may not opt out of use of my student ID number because it is necessary identifying information for the University. I further understand that if directory information is released prior to the University receiving my opt-out request, the University may not be able to stop the disclosure of my directory information. I understand that I may request and challenge how my directory information is used by contacting the University.

CHECK HERE TO OPT OUT OF **ALL** DIRECTORY INFORMATION IDENTIFIED BELOW

or

CHECK THE INDIVIDUAL BOXES BELOW TO SELECTIVELY OPT-OUT OF INFORMATION SHARING

- Name
- Address
- Telephone listing
- Date of birth
- Permanent or home address
- Alcorn e-mail address
- Participation in officially recognized activities and sports
- Weight / height (student-athletes only)
- Enrollment Status (e.g. full-time, part-time)
- Classification/Class standing (e.g. sophomore)
- Degree(s) received
- Awards and honors received
- Student's major field of study

Signature: _____ Date _____

Witnessed by Registrar or agent