

ANNUAL NOTICE OF DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Alcorn State University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the University may disclose appropriately designated “directory information” without written consent, unless you have advised the University to the contrary in accordance with our Directory Information Opt-Out procedures. The primary purpose of directory information is to allow the University to include information from your education records in certain publications. Examples include:

- A playbill, showing your role in a drama production;
- The annual yearbook;
- Honor roll or other recognition and activity lists;
- Graduation programs; and
- Sports activity sheets and press releases showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want the University to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Office of Student Records in writing. The University has designated the following information as directory information:

____ Name	____ Address
____ Photographs	____ Telephone listing
____ Date of birth	____ Permanent or home address
____ Alcorn e-mail address	____ Participation in officially recognized activities and sports (Band/athletics)
____ Weight / height (student-athletes only)	____ Enrollment status (e.g. full-time, part-time)
____ Classification/academic class level (e.g. sophomore)	____ Expected degree(s) and/or degrees(s) earned
____ Student’s major field of study	

Office of Student Records
Kisha Bond
Registrar and Director of Student Records
601-877-6170 | records@alcorn.edu

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

STUDENT REQUEST TO OPT-OUT OF DIRECTORY INFORMATION

FROM: STUDENT

TO: ALCORN STATE UNIVERSITY

I request the withholding of the following personally-identifiable information designated 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.

___ 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

___ Photographs

___ Telephone listing

___ Date of birth

___ Permanent or home address

___ Alcorn e-mail address

___ Participation in officially recognized activities and sports (band/athletics)

___ Weight / height (student-athletes only)

___ Enrollment status (e.g. full-time, part-time)

___ Classification/academic class level (e.g. sophomore)

___ Expected degree(s) and/or degrees(s) earned

___ Student's major field of study

Signature: _____ **Date:** _____

Witnessed by Kisha Bond, Registrar and Director of Student Records or agent