

Student Privacy Request Form

In accordance with the Family Educational Rights and Privacy Act (FERPA), items designated as “**Directory Information**” may be disclosed without prior written consent, unless the student has submitted this written request **not to release** his or her directory information.

The following information is designated as Directory Information by the University of South Carolina:

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| 1. Name | 9. Admission Date |
| 2. Email | 10. Expected and Actual Date of Graduation |
| 3. USC ID Photo | 11. Curriculum (school, major, minor, concentration, degree) |
| 4. Local and Permanent Address | 12. Honors, Awards and Scholarships |
| 5. Telephone Numbers | 13. Weight and Height of Athletic Team Members |
| 6. Attendance | 14. Participation in officially recognized, University sponsored activities and sports |
| 7. Current Enrollment Status | |
| 8. Enrollment Status (full or part-time) | |

This privacy request **WILL NOT PREVENT** the Office of the University Registrar and or Internal offices and/or agents of the University System from....

- Releasing information to your parents if they provide evidence that you are their dependent.
- Obtaining the above information to conduct official University business.
- Releasing information to authorized financial aid agencies as permitted by the Federal Family Educational Rights and Privacy Act of 1974.
- Releasing information in response to a lawfully-issued court order or subpoena.

This privacy request **MAY PREVENT** your name from appearing in external honors, awards, commencement programs, news releases, etc.

Indicate your request below by checking the appropriate box:

DO NOT RELEASE my directory information. Do not include my information in the printed or online directories

CANCEL my previous request, effective immediately, preventing the release of my directory information. Please include my information in the printed and online directories

Student's Name (PRINT) _____ Student's VIP ID _____

Student's Signature _____ Date _____

Return to: USC-Aiken Office of the Registrar
471 University Pkwy*Aiken, SC 29801
FxFax: 803-641-3347 Phone: 803-641-3550

University Registrar's Use Only:	Processed by: _____	Date: _____
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