Instructions for completing the Request for Confidentiality of Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 to protect the privacy of student education records. The law applies to those institutions that regularly receive federal funding from the Department of Education and is enforced by the Family Policy Compliance Office of the U.S. Department of Education.

FERPA allows students to restrict or limit the release of "directory information." Directory information is information in the student record not generally considered harmful or an invasion of privacy if disclosed.

At The University of Texas at Dallas, directory information includes:

- Name
- Local and permanent postal address
- Email address
- Telephone number
- Place of birth
- Field of study
- Degrees awarded
- Certificate and awards (including scholarships) received
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Most recent previous educational agency or institution attended

Full Restriction Directory information will not appear in the Student Directory, in printed or electronic format, or any other publication, nor will it be released to a third-party without your written consent.

Partial Restriction Directory information will not appear in the Student Directory, in printed or electronic format, nor will it be released to a third-party without your written consent. However, your name will appear in other University publications (graduation brochures or lists, honor roll, etc.)

No Restriction Directory information may be released.

You may change your restriction choice once a day online through your Self-service Student Center in Orion. Former students may make a change by submitting a completed Request for Confidentiality of Directory Information form at the Student Services Building on campus.

Please Note: If you select "Full Restriction", no information will be released outside the University. This includes verification of degree awards, including your name and honors on graduation lists, verification of current enrollment status to lenders, etc.
1. From Self-Service Student Center in Orion, choose FERPA Confidentiality from the drop down menu in the Academics area and click on the go arrow.

2. Read the FERPA information and scroll down to make your choice.

3. Click the button next to the appropriate selection and then click save at the bottom. **Please be aware that once you click Save, you will be unable to make another change until the next day, so please be sure your selection is correct.**

4. You will receive a confirmation email through your utdallas.edu account.