

University of Hawai'i-West O'ahu

NON DISCLOSURE OF DIRECTORY INFORMATION FORM

Office of the Registrar, Campus Center, C-141
91-1001 Farrington Highway, Kapolei, HI 96707
Phone: (808) 689-2900
Toll-free (866) 299-8656
Fax: (808) 689-2901
Email: uhwo.records@hawaii.edu

UH ONLINE DIRECTORY

MyUH Services features a UH online directory which is designed to aid in the support of community building at the University of Hawai'i. Student information in the online directory is limited to student name, email address, and affiliated UH campuses. Submission of this FERPA confidentiality request form does not remove a student from the UH online directory. If you would like to remove yourself from the UH online directory, visit MyUH Services at <https://myuh.hawaii.edu>. Once logged in, click the *My Profile* tab, *UH Online Directory, Options for Students*, and select *Opt-Out*.

DIRECTORY INFORMATION

Existing regulations permit the University to release, without prior consent from the student, certain personal data about a student that is considered to be *directory information*. The University has designated the following information from a student's education record as "directory information":

- Name of student
- Major field of study
- Class (e.g., freshmen, sophomore, junior, or senior)
- Past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance)
- Past and present participation in officially recognized sports (including positions held and official statistics related to such participation and performance)
- Weight and height of members of athletic teams
- Dates of attendance
- Previous institution(s) attended
- Full or part-time status
- Degree(s) conferred (including dates)
- Honors and awards (including dean's list)

The University is not required to notify students before complying with certain subpoenas. Information concerning disciplinary action may be included in a student's education records, and such information may be disclosed to teachers and other school officials who have legitimate educational interests, without prior consent.

A student presently registered and in attendance at any UH campus may request to have their directory information not disclosed to the public. A student wishing to exercise this right, must do so by completing and submitting this Directory Information Release form, no later than 14 days from the first day of instruction for a regular semester or term, or by the fourth day of a summer session.

This confidentiality hold will be in effect for the duration of your enrollment at UH West O'ahu. If you wish to revoke this request at any time, you must notify the Office of the Registrar, in writing (*emails requests and digital signatures will not be accepted*).

_____ **NO**, my directory information **may not be** disclosed without prior consent.

Initial

I acknowledge that this consent shall remain in effect until written revocation from me is received by the Office of the Registrar and that such revocation shall not affect disclosures previously made prior to the receipt of my written revocation.

_____ UH ID: _____ - _____
Last Name First Name MI

Student's Signature

Date

REVOCACTION OF CONSENT:

I, _____ hereby revoke my consent for non-disclosure of my directory information, effective _____.
(Print first and last name) Date (mo/day/yr)

Student's Signature (REQUIRED)

Date

Office Use Only

Non-Disclosure of Directory Information

Processed By and Date: _____
SPAPERS _____ SPACMNT _____

Revocation of Non-Disclosure of Directory Information

Processed By and Date: _____
SPAPERS _____ SPACMNT _____