

Process for Creating a FERPA block at Washington and Lee

Under the rights accorded you by the federal law known as the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), the University may release directory information about you to the general public, including other students. We work hard to protect your privacy and do not automatically release such information to all requestors.

The policy:

Directory information is defined in Washington and Lee's full FERPA policy (<http://go.wlu.edu/FERPA>) as being limited to the following items.

- Name
- Current enrollment
- Full-time or part-time status
- Dates of attendance
- Class standing (e.g., sophomore)
- Field(s) of study
- Awards and honors (e.g., Honor Roll, Dean's List)
- Degree(s) conferred (including dates)
- Local address as a student
- Permanent address as a student
- Local telephone number
- E-mail addresses
- Past and present participation in officially recognized sports and activities, including fraternities and sororities, and physical factors of athletes (e.g., height, weight).
- Previous institution(s) attended
- Date and place of birth
- Schedule of classes
- Photographic or videotaped image

Examples of information which are NOT directory information and which are thus not releasable without advance student permission or applicable exception under the Act include specific course grades, grade-point averages, race, religion, or parent names.

Currently enrolled students may withhold disclosure of directory information. To withhold disclosure, this form must be received by the University Registrar's Office. Directory information will then be withheld until you release the block disclosure. Students should understand that, by withholding directory information, some information you might consider important may not reach you.

If you wish for a "FERPA block" on directory information to remain in effect after your last term of enrollment at W&L, a separate written request must be made to the University Registrar prior to the end of that term. Such a block will remain in place until removed in writing.

I have read the policy above and am aware of the full policy on the W&L website. **Your initials here** _____

The effect of placing a FERPA block on your record:

Since the FERPA block is "all or nothing" at W&L, we cannot *always* hold certain categories of directory information while *always* releasing others.

As a result, we are especially concerned that you know the effects that your declaration may have on W&L's ability to communicate appropriately for you and with you. W&L is already very restrictive in protecting your personal information, even when you allow access.

If you file this form, inquirers will be told "we have no information available about this person." Although not a complete list, as examples, your name will

- not be listed in the [university's web directory](#), for which most information is available *only* to members of the W&L community on campus, or as a student organization leader on the web or in print;
- not be reported or certified as being enrolled to off-campus entities (e.g., prospective employers, banks, credit-card or insurance companies);
- not be included in mailings or e-mail lists developed for disseminating special program information, such as placement invitations issued from off campus or for student-initiated mailings on clubs or opportunities like Mock Convention;
- not be included in commencement bulletins, honors and awards listings, or other university publications or websites, including Law Review, and journals in law, science, politics, etc., masthead or announcements;
- not be included in press releases (e.g., dean's list or honor roll, honorary societies).

I understand the effects of placing a FERPA block on my record may have. **Your initials here** _____

If you have any questions about the policy, please contact one of the following.
University Registrar Scott Dittman: 540.458.8455 ; sdittman@wlu.edu
Director of Law Records Linda Johnson: 540.458.8505 ; johnsonl@wlu.edu