

# Student Services Manual (SSM)

## SSM 203–04: FERPA Directory Holds

Effective: 8/15/1975

Revised: 3/1/2024

### Purpose

To allow students to restrict access to and disclosure of their directory information.

### Sources

*Family Educational Rights and Privacy Act of 1974* (also referred to as the Buckley Amendment), *20 United States Code § 1232g* (1982)

University Registrar Services

### Policy

A student may assign or restrict access or disclosure of their directory information to third parties other than authorized university personnel and others authorized by the federal Family Educational Rights and Privacy Act of 1974 (FERPA). To make such a request, the student must contact University Registrar Services:

1. in person, with appropriate identification, at any registrar location on any campus
- or
2. electronically submit the Withhold Directory Information Request form.

The request is in effect until the student notifies any registrar location on any campus that the request is no longer valid.

### Procedure

Responsibility	Action
Student	1. Submit the Withhold Directory Information request form online or in person to any registrar location (photo ID required for in person submissions).
University Registrar Services	2. Update the student’s record on the student system. Retain original request and note information on the student’s permanent record card (PRC) at the Tempe campus if applicable.

### Cross-Reference

For information on **the release of student information and the Family Educational Rights and Privacy Act of 1974 (FERPA)** see **SSM 107-01** “Release of Student Information.”

For information regarding departmental requests to place student records on hold, see [SSM 201–07](#), “Administrative Registration Holds on Student Enrollment.”

For information regarding parental rights of access to the academic records of dependent students, see [SSM 203-08](#), "Affidavit of Dependency for Release of Records."