

The University of Kansas

Office of the University Registrar

Request to place/remove restrictions on the release of information to public inquiry

Last Name, First, Middle

Phone #

KUID/EMPLID

Federal law and University policies allow the Office of the University Registrar to release to the public the following information on any enrolled student (unless the student requests otherwise):

* Name	Dates of attendance
* Current address	Degrees and awards received
* Current telephone number	Name of last school attended before KU
* Permanent address	Participation in officially recognized activities and sports
Telephone at permanent address	Height and weight of member of athletic teams
* KU Email address	Names(s), positions(s) and length of service for student employees
* School/Division/Level	
Date of Birth	
Major Field of study	
Enrollment status (full time, half time, etc)	

The name(s) and address(es) of the student's parent(s) or guardian(s) may be disclosed when used for an official University news release about the student's receipt of degrees or awards or about participation in officially recognized activities or sports or for purposes of University advancement.

* These items normally appear in the University of Kansas Telephone Directory.

I request that the University of Kansas withhold all information to anyone outside the University inquiring about me or my attendance at the University of Kansas unless the requester presents written authorization signed by me. I understand that once this restriction is placed on my records, that this restriction will continue until I submit a request, in writing, to the Office of the University Registrar.

I understand this request DOES include withholding my name and other information from publication in the University Telephone Directory.

If you have checked, no release of information, on your application for degree, an information hold will be placed on your student record. An information hold does not allow the above information to be released. Information will not be released to the media, your name will not appear in the commencement program and no information is released to prospective employers. This form should be completed to remove the information hold.

Signature: _____ Date: _____

I request that the information hold on my University of Kansas records be removed.

Signature _____ Date: _____

For Office Use Only:

Received by _____ Date: _____

Return this form to: The University of Kansas, Office of the University Registrar, 151 Strong Hall, 1450 Jayhawk Blvd, Lawrence, KS 66045-7535

Revised 6/6/2008