



**BOISE STATE UNIVERSITY
PRIVACY REQUEST**

NAME _____ **STUDENT NUMBER** _____

The university collects and maintains information about students. You have the right to view and obtain copies of your records. The university protects the confidentiality of this information under the guidelines of the Family Rights and Privacy Act of 1974 (Buckley Amendment), which is a federal law that limits the amount of information that can be reviewed about you without your specific written permission. Faculty and staff can access information about students in the course of their work.

The following is considered public information. The university will not release any other information about you to people outside the university who request it without your specific written permission. The university does not sell or supply mailing lists to outside businesses or organizations.

Public Information

Local address
Date of birth
Local telephone number
Major
Dates of Attendance
Class standing (freshman, sophomore, junior, senior)
Enrollment status (full-time or part-time based on 12 credits)
Boise State University degree earned and dates
Dean's list and other honors are released to the newspaper
E-mail address

All other information is considered to be confidential. You must give your written permission before it is released to anyone outside the university.

If you do not wish to have the above information released you can request "privacy". You must do so in writing and all requests for information from persons outside the university will require your written permission. (Exceptions: Federal student loan enrollment verifications, information requested as a result of an authorized court issued subpoena or information requested in response to a Federal financial aid audit). Please note that if you request privacy, any honors you receive will not be released to your local newspaper.

I have read the above information and wish to request "**Privacy**".

SIGNATURE _____ **DATE** _____