



Gonzaga University School of Law

Privacy of Educational Records

Confidential Information

The following information is considered to be confidential and is not available to anyone outside of the law school, or within the law school or acting for the law school who does not have a legitimate educational interest, without your prior written permission unless it is otherwise permitted or required by law, regardless of whether or not you objected to the release of your directory information listed below:

- Grades, Grade Point Average
- Academic Standing
- Schedule of Courses
- Names and Addresses of Parents or Emergency Contact Persons
- Date of Birth
- Advisor's Name
- Total Credits Accumulated
- Student Identification Number (Social Security Number or Gonzaga assigned ID#)

Directory Information

Information about a student designated as directory by the Law School may be released to a third party outside of the law school unless the student files a written request for non-release of such information to third parties outside of the law school with the Registrar's Office by September 15 of a school year. Such requests must be renewed annually. I hereby request that the following **checked** information from my education records be treated as non-directory information for purposes of the Family Educational Rights and Privacy Act of 1974 (FERPA)

_____ Name	_____ Full or Part-time Enrollment Status
_____ Local and Permanent Address	_____ Degrees Received and Dates
_____ Local and Permanent Telephone Numbers	_____ Scholastic Honors and Awards Received
_____ E-Mail Address	_____ Participation in Recognized Activities
_____ Year in School	_____ Other Educational Institutions Attended
_____ Date and Place of Birth	_____ Photograph
_____ Dates of Attendance	

Upon request from a third party outside of the law school, we may choose to release any and all information classified as directory. Gonzaga does not authorize, however, the distribution of listings of student names with addresses and or telephone numbers to any entity outside the university unless it is required by law or otherwise allowed by FERPA. The university may provide these listings internally if the use is for educational purposes only.

According to FERPA you have the right to request that this non-confidential directory information be restricted and not released to anyone outside the University, except as permitted by law. If your decision is to treat your directory information as confidential, please be aware that Gonzaga will not release **ANY**

information about you or acknowledge your current or past association with the university. This means that potential employers or state bar associations verifying your degree status will not be given any information without your consent. This restriction will also mean your name will be withheld from published lists of students receiving honors such as the Dean's List or CALI awards and other such honors, including graduation honors typically designated in the graduation program.

I have considered the request carefully and recognize that such information will not be disclosed without my prior written consent, or as otherwise provided by FERPA.

Name: _____ SS or ID#: _____
Please Print

Signature: _____ Date: _____