

## REQUEST TO WITHHOLD DIRECTORY INFORMATION

(Completed form, with signature, must be mailed, faxed, or delivered to the Office of Registration & Records, Bowling Green State University, Bowling Green, OH 43403. Phone: 419-372-8441. Fax: 419-372-7977.)

In conformance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Note: The information items (directory information) listed below may be released to anyone making an inquiry. Filing this form precludes the University from providing the listed items to anyone—including your insurance company/ies, lending institutions, etc.—without your express written consent as provided by law and by the *Student Code of Conduct*.

Once filed, this form remains valid until a new form is received revoking the withhold request.

### Please consider:

1. None of the items will be released verbally or in printed form (e.g., campus telephone directory) except as provided by law and by the *Student Code of Conduct*.
2. When accessing the Blackboard Learning Management System, your name will appear as “Unlisted \* PPPP” with PPPP replaced by the last 4 digits of your BGSU ID number. For further details, refer to the Blackboard FAQs at <http://www.bgsu.edu/its/software/page10726.html#q5>.

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**WITHHOLD** directory information. (To request that the University withhold the information items below, except as provided by law and by the *Student Code of Conduct*, please check the box at the left.)  
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### DIRECTORY INFORMATION

Student's name, local address, local telephone number, and e-mail address

Student's home address and home telephone number

Parent(s)' name, address, and telephone number

Date and place of birth

Major field of study

Class standing

Participation in officially recognized sports and activities

Weight and height (athletes)

Dates of attendance at Bowling Green State University

Degrees and awards received

The most recent previous educational institution attended

Enrollment status (full/part time, major, year, etc.)

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**REVOKE** previous request. (To revoke a previous withhold request, please check the box at the left.)  
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BGSU ID \_\_\_\_\_ Academic Year \_\_\_\_\_

Student Name (Please type or print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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If you wish to exercise your rights respecting directory information, this form must be complete and on file in the Office of Registration and Records, 110 Administration Building, Bowling Green State University, Bowling Green, OH 43403. If you wish directory information withheld from the printed campus telephone directory, this form must be on file by September 1 of the academic year enrolled.