

University of North Carolina School of the Arts  
Office of the Registrar

1533 S. Main Street  
Winston-Salem, North Carolina 27127-2188  
phone 336.770.3295 | fax 336.631.1576  
[www.uncsa.edu](http://www.uncsa.edu)



## REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION (FERPA Privacy Hold)

The **Family Education Rights and Privacy Act** defines “directory information” as the information from a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed publicly. UNCSA defines the following items as directory information, and can, by law, be released to the general public:

Student’s name, parents’ names, addresses, telephone listings, date and place of birth, major field of study, class level, participation in officially recognized activities, performance brochures, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, e-mail address, and full- or part-time status.

Some of this information, including name, mailing address, field of study, class level, telephone number and e-mail address may be included on UNCSA’s website and in the UNCSA Campus Directory.

By completing this form, you will be requesting that a “privacy hold” be placed on the directory information from your student record, and is not to be released to non-university personnel, published or listed in the campus directory.

Some of the effects of your decision to request non-disclosure of this information will be that friends, relatives or perspective employers trying to reach you will not be able to do so through the University. In addition, your name will not be published in conjunction with any UNCSA production or be included on the graduation list.

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Print your name: \_\_\_\_\_ E-Z Arts ID: \_\_\_\_\_

**Full Hold** - I authorize UNCSA to place a privacy hold on directory information from my student record. I understand that this hold will stay on my record until I submit a signed authorization to the University Registrar requesting that it be removed.

**Inclusion in Commencement Listings Exception** - I authorize UNCSA to place a privacy hold on directory information from my student record, with the exception of graduation lists.

**Performance Programs Exclusion** - I authorize UNCSA to place a privacy hold on directory information from my student record, with the exception of lists and publications related to my participation in campus performances.

**Removal of Confidential Privacy Hold** - I authorize UNCSA to remove the privacy hold previously in effect, allowing my directory information to be considered public information.

\_\_\_\_\_  
Student or (Parent of High School Student)

\_\_\_\_\_  
Date