

# 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, KU Visitor Center, 1502 Iowa St., Lawrence, KS 66045.