

# Student Privacy Request Form

# University of South Carolina

In accordance with the Family Education Rights and Privacy Act (FERPA), items designated as "**Directory Information**" may be disclosed without prior written consent, unless the student has submitted this request **not to release** his or her directory information.

This privacy request **will not prevent** the Office of the University Registrar and or internal offices and or agents of the University System from doing the following:

- Releasing information to your parents if they provide evidence that you are their dependent.
- Obtaining information to conduct official university business
- Releasing information to authorized financial aid agencies as permitted by the Federal Family Educational and Privacy Act of 1974.
- Releasing information in response to a lawfully-issued court order or subpoena.

This privacy request will prevent you from logging ServiceNow requests and **may prevent** your name from appearing in external honors, awards, commencement programs, news releases, etc

Student Information	
Name	
USC ID (Ex. X12345678)	
Email	

Select the desired privacy request below	
<input type="checkbox"/>	Do not release my directory information. Do not include my information in the printed or online directories.
<input type="checkbox"/>	Cancel my previous request, elective immediately, preventing the release of my directory information. Please include my information in the printed and online directories

I acknowledge that the information provided on this form is correct and accurate to the best of my abilities.

Signed \_\_\_\_\_ Date \_\_\_\_\_