

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION



The *Family Educational Rights and Privacy Act of 1974 (FERPA)* designates certain information related to students as *directory information* and gives Hawai'i Pacific University the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing that *all* such information not be made public without their written consent.

Directory information at Hawai'i Pacific University is defined as: 1) Name of student, 2) local and other addresses, 3) local and other telephone numbers, 4) email addresses, 5) date of birth, 6) dates of attendance, 7) enrollment status (full time, part time, etc.), 8) major field of study, 9) education level (i.e. undergraduate, graduate), 10) class standing (i.e. freshman, sophomore, etc.), 11) previous educational institution(s) attended, 12) degrees received and dates of conferral, 13) honors and awards received, 14) participation in officially recognized activities and sports, and 15) weight and height of members of athletic teams.

If you wish to withhold the disclosure of all of the items of directory information, fill out the form below and submit to the Registrar's Office (Student ID will be required). Once received, all directory information will be withheld until such time that you notify the Registrar's Office by signing below that you wish to have the hold removed. This means that if you have a hold on your directory information at the time you graduate or withdraw from the university, we will be unable to comply with any requests received after your departure from HPU.

CAUTION: Please consider very carefully the consequences of any decision you make to withhold your directory information, as any future requests for such information from other schools, prospective employers or other persons or organizations will be refused.

Limitations: Confidentiality/Directory Exclusion does not limit access to your file by authorized individuals. Nondisclosure of directory information does not prevent HPU from disclosing personally identifiable information from a student's record to authorized representatives of federal, state and local agencies when that disclosure is in connection with financial aid for which the student has applied or which the student has received, or any of the other exceptions to signed consent found in §99.31 of the FERPA regulations. Information can be released to comply with a judicial order or lawfully executed subpoena.

Confidentiality/Directory Exclusion does not remove any authorized payers from your student account and billing system. To remove any authorized payers from receiving communications regarding billing and finances, log into your Payment Portal and remove the payer. Contact studentaccounts@hpu.edu with questions. Hawai'i Pacific University will honor your request to withhold all directory information but cannot assume responsibility to contact you every time a request is received. Regardless of the effect upon you, Hawai'i Pacific University assumes no liability for honoring your instructions that such information be withheld.

Student Information

Name: _____ @ _____
Last First MI Student ID No.

Address: _____
Street City State Zip Code

Telephone: (____) _____ Email: _____ * Date of Birth: _____
* HPU designated email for conducting official University business

I have carefully read the above and request that all my directory information not be disclosed to third parties without my written permission or as permitted by the law. Please print legibly using blue or black ink.

Student's Signature

Date

FOR REGISTRAR'S OFFICE USE ONLY:

Initial Form: SPAPERS: _____ SOAHOLD: _____ SPACMNT: _____ By: _____ Date: _____

Revocation of Directory Information Block – Not valid until received by the University Registrar.

Sign below only to remove an existing directory information block.

Name: _____

Student ID #: @ _____

I hereby revoke the block on my directory information. Effective immediately, directory information may once again be released to the public.

Student's Signature

Date

FOR REGISTRAR'S OFFICE USE ONLY:

Revocation: SPAPERS: _____ SOAHOLD: _____ SPACMNT: _____ By: _____ Date: _____

Registrar 01/14/25

Submit this request to the Registrar's Office:
Hawai'i Pacific University – 500 Ala Moana Blvd, Suite 5A, Honolulu, HI 96813
Phone: (808) 544-0239; Fax: (808) 544-1168; Email: registrar@hpu.edu