

Case Western Reserve University maintains all student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended.

Under the provisions of FERPA students have the right to withhold the disclosure of directory information, which is done through the Student Information System.

Case Western Reserve University will honor your request to withhold directory information. Your request will remain in effect until rescinded in writing.

Please note: Non-disclosure of directory information does not prevent Case Western Reserve University 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.

I hereby authorize the Office of the University Registrar at Case Western Reserve University to remove the non-disclosure block from my educational record. Effective immediately, directory information may once again be released without my written permission, at the discretion of Case Western Reserve University.

I authorize the release of my non-disclose block:

☐ Permanently ☐ One time only to the following recipient (name):

Please note all transcript and verification requests must be formally submitted, view case.edu/registrar for services and forms.

Current Date: 7 Digit Case ID or Network ID or Last 4 of SSN:

First Name: Last Name:

Email: Phone:

Other name(s) while at CWRU: Date of Birth:

Signature:

For office use only:

Staff Signature

Date of Revocation