



FERPA Directory Information Disclosure

Use this form to control the disclosure of your directory information to third-parties.

STUDENT IDENTIFICATION

To submit this form: use your Cal State LA email address to email records@calstatela.edu. Attach a completed copy of this form to your email.

CIN:		Name:	
------	--	-------	--

WHAT IS DIRECTORY INFORMATION AT CAL STATE LA?

Cal State LA considers the following items to be directory information: the student’s name, address, telephone listing, electronic mail address, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. For bargaining unit student employees, directory information also includes: the name of the department employing the student, the student employee’s telephone listing within the department, the student employee’s e-mail address within the department, and the student employee’s job classification. No other student information is released to non-university personnel without your written permission.

WHAT ARE THE EFFECTS OF OPTING OUT?

Some of the effects of your decision to request confidential status will be that you must conduct all business with the University with a signed authorization, self-service portal, or in person with a form of ID. Friends or relatives trying to reach you will not be able to do so through the University. Information that you are a student here will be suppressed, so that if a loan company, prospective employer, family member, etc., inquire about you, they will be informed that we have no record of your attendance or graduation.

HOW LONG WILL MY DIRECTORY INFORMATION REMAIN CONFIDENTIAL?

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

I REQUEST THE FOLLOWING FERPA DISCLOSURE STATUS FOR MY DIRECTORY INFORMATION:

- Do not release my Directory Information to third-parties outside the University.
- Resume releasing my Directory Information to third-parties outside the University.

Send from your Cal State LA email account to sign.	Date:	
--	-------	--

Requests may be submitted to the Records Office at records@calstatela.edu and will be processed within three business days. No third-party releases of directory information will be made for students enrolled for a term until after the published census date for that term.