

Request to Block Release of Directory Information

Erikson Institute, in compliance with the Family Educational Rights and Privacy Act (FERPA), has designated the below items as Directory Information, which is considered public information not deemed an invasion of privacy or harmful if disclosed. Erikson may, as permitted under FERPA, release or use this information without the student's written consent or approval. Please note that Erikson does not release Directory Information to third parties to be used for commercial purposes.

Students have the right to block the release of their Directory Information. This would mean that no information is released with express written consent. This request to block release of Directory Information can be made at any time by signing and submitting this form to the Registration & Student Records Office. It is only valid to block release of Directory Information to external parties not affiliated with Erikson. It will be honored by Erikson until there is a request in writing to remove the block. Should a student decide to request that Erikson block the release of this information, any future requests for this information from the same requestor will be refused.

The following information is considered Directory Information:

- Name
- Degree or certificate program in which student is enrolled
- Class
- Participation in activities
- Dates of attendance and/or graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended

Erikson will honor your request to place a Directory Information block on this information, but cannot assume responsibility to contact you for subsequent permission to release the hold. Erikson assumes no liability as a result of honoring your instructions to block your Directory Information.

More information about the FERPA policies can be found in the Student Handbook in the Student rights and responsibilities section.

To request a block, please fill out the following:

I, _____, ID# _____, direct Erikson to
(Print Name)

block the release of my Directory Information until directed by me in writing to make this information available to non-institutional persons and organizations.

Signature: _____ Date: _____

Return to: Registration & Student Records Office, 451 N. LaSalle, Chicago, IL 60654 Or Fax
to: 312-893-7168