YOU control the release of your Directory Information

The information in this pamphlet will help you understand what your privacy rights are and what happens if you decide to restrict your Directory Information.

By default, your Directory Information is not restricted. You can restrict your Directory Information online by logging into the portal at myut.utoledo.edu

Remember:
FERPA was written specifically for students and guarantees you the right to inspect, review, amend and control disclosure of your educational record. (FERPA allows disclosure without your consent if the disclosure meets certain conditions found in section 99.31 of the FERPA regulations.)

Additional FERPA information is available at ed.gov/policy/gen/guid/fpco/ferpa

Still have questions?
Please contact the Office of the Registrar at 419.530.4845 or FERPA@utoledo.edu

Office of the Registrar
CONTACT INFO
utoledo.edu/offices/registrar

University Registrar
Main Campus
Rocket Hall Room 1100
Phone: 419.530.4845
Fax: 419.530.4828
registrar@utoledo.edu

For more FERPA information, visit our website at utoledo.edu/offices/registrar/main-campus/ferpa_confident.html

Your Privacy Rights
as a student at The University of Toledo

FERPA ... It’s the law!
Directory Information ... It’s your call!
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law. The law sets forth requirements regarding the privacy of student records. FERPA governs the release and access to educational records maintained by The University of Toledo or someone acting for the University.

Our official publication for the policy, Confidentiality of Student Records, is located on the University Policy website at u Toledo.edu/policies.

What is Directory Information?
Directory Information is information that would not be an invasion of privacy if disclosed. The University of Toledo releases only Directory Information without the consent of the student. Directory Information includes:

- Student name
- Local address and local phone number
- College and major field of study
- Class (freshman, sophomore, etc.)
- University e-mail address
- Dates of attendance
- Degrees, certificates and awards received
- Full or part-time status
- Student photograph (College of Medicine and Life Sciences only)
- Graduate Medical Education placement (MD students only)

Directory Information at The University of Toledo is determined by the guidelines set by the Department of Education under the Family Educational Rights and Privacy Act (FERPA).

How do I control release of my Directory Information?
The system defaults the initial setting for all students’ Directory Information to “not restricted.” Students may restrict release of their Directory Information by logging into the myUT Portal (myut.utoledo.edu) and selecting the Update Directory Information/Release Status link under the Student tab in the My Records section.

You will receive a message that your files have been updated successfully. This will immediately update your information on the student system. However, these changes will be reflected in the student eDirectory the following day.

Directory Information preference may be set at any time throughout the semester.

To prevent your information from publication in the student eDirectory, your Directory Information setting must be restricted.

What about your parents?
By law, when a student reaches the age of 18, or regardless of age begins attending a postsecondary institution, FERPA rights transfer from the parent to the student.

The Treasurer’s Office FERPA Consent form pertains to release of financial information only. Contact the Treasurer’s Office with any questions regarding FERPA Consent at u Toledo.edu/offices/treasurer.

Restricting release of Directory Information ensures confidentiality of your educational records. But please keep in mind that if you decide to restrict your Directory Information, any requests for such items as enrollment verifications, degree verifications, honors and awards received, etc. will not be released without your written permission.

For example, if you restrict your Directory Information, your health insurance company could not obtain your enrollment information nor could your local newspaper be notified that you made the Dean’s List without your written permission. Information could not be released to a prospective employer without your written permission.

For your protection, when you restrict your Directory Information, we will not discuss anything with you or anyone by telephone.

Be aware that the Directory Information setting is “all or nothing.” If you restrict your Directory Information, NO information will be released outside the University without your written permission.

For specific information, visit the FERPA/Confidentiality on the registrar’s website at registrar.utoledo.edu.