

Directory Information Opt-Out Form

Notice of Directory Information

Under the Family Education Rights and Privacy Act (FERPA) and Virginia Freedom of Information Act (FOIA), certain basic student information, termed “directory information” may be disclosed without student consent. Norfolk State University may, however, disclose basic “directory information” without consent that is generally not considered harmful or an invasion of privacy. If the student does not want information disclosed without consent, they may choose to opt-out by notifying Norfolk State University in writing.

Directory information at Norfolk State University is defined as:

Name, addresses, date and place of birth, major field of study, participation in official activities, weight and height of athletic team members, dates of attendance, enrollment status, degree, honors and awards received, and previous educational agency or institution attended

Directory Information Opt-Out Notice to the University

I understand that under FERPA and FOIA guidelines, Norfolk State University may disclose basic information about me that is generally not considered harmful or an invasion of privacy without my consent, which is released as “Directory Information”.

This is notification that I do not want Norfolk State University to disclose what is considered Directory Information from my education records without my written consent, except as required by law. I further understand that Norfolk State University will code my educational records to prohibit their release without my consent within ten business days of this notification.

By signing below I am certifying that I have read and understood the above Notice of Directory Information under the Family Education Rights and Privacy Act (FERPA) and Virginia Freedom of Information Act (FOIA).

(Print Full Name)

(Student ID Number)

Student Signature _____

Office Use Only: Date Received: _____ Date Entered: _____ Verified By: _____