



## FERPA Privacy Flag – Add/Remove

The Family and Educational Rights and Privacy Act (FERPA) designates certain information related to students as “Directory Information” and gives the university the right to disclose such information to anyone inquiring without having to ask the student for permission, unless the student has added a privacy flag to their account. The items included in Directory Information are listed on the Registrar’s Office website.

Placing a privacy flag on your record will not allow the university to acknowledge your enrollment to anyone who requests verification of enrollment. This includes deferring loan repayments or inquiries from a prospective employer. The privacy flag will stay on the student’s record indefinitely unless removed by the student by coming to the Registrar’s Office with a photo ID. This form can be used to either add a privacy flag to your record or remove a previously added privacy flag.

**Please select one of the following:**

- I hereby request that the Registrar’s Office **ADD** a privacy flag to my record and request that all directory information not be disclosed to non-institutional persons or agencies by the University of Kentucky without my written consent.
  
- I hereby request that the Registrar’s Office **REMOVE** the privacy flag previously added to my record and request that directory information be disclosed to non-institutional persons or agencies by the University of Kentucky upon request.

Please Print Name: \_\_\_\_\_

Student ID Number or Date of Birth: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The privacy flag is effective once processed by the Registrar’s Office.