



Graduate Student Service Center
534 Goodell Building
University of Massachusetts Amherst
Amherst MA 01003-9333

REQUEST FOR PRIVACY (FERPA)

Name:

Student number:

What level of confidentiality would you like? (Please read overview below.)

Basic privacy. (No special change or written request required.)

Contact information privacy. Please make all my contact information (address, email address, telephone number) confidential.

Full privacy. Please make all my student information confidential, including contact information as well as attendance, major and degree information. I understand that to obtain information regarding my record or enrollment I must put my request in writing or show photo identification. This information may still be released to University personnel on a need-to-know basis or as required by statute or court order.

The Graduate School does not require annual renewal of your request, but reserves the right to remove it after graduation. Your basic level of privacy will remain.

Signature (required) _____ Date _____

Return completed form to the address above. For questions, please call the Graduate Student Service Center at (413) 545-0722.

A BRIEF OVERVIEW OF STUDENT RECORD PRIVACY:

What is considered confidential information? Courses and grade information are considered confidential and may only be given out to third parties by the University upon written request from the student. Exceptions to this would be dissemination of information to University personnel on a need-to-know basis and as required by statute or court order.

What is considered public information and may it be restricted? Contact information (address, email address, telephone number) and enrollment information (dates of attendance, degrees, major and study level) are considered public information and may be given out without written authorization. Date of birth is considered public information and may be used for identification purposes, but caution is used on the part of the Graduate Records Office to avoid possible age discrimination issues. There are other lesser used items which are considered public information and a list of these may be found in the Graduate School Handbook*. Students may request that this information be restricted by checking off one of the items below and providing their signature on this form.

* http://www.umass.edu/gradschool/handbook/educational_records.htm