



# Student Records Privacy Request

208.524.3000 phone – 208.525.7026 fax

1600 S 25<sup>th</sup> E – Idaho Falls, ID 83404 – www.cei.edu

\*This form is a request to maintain confidentiality of “directory-type” information.

In accordance with state and federal law, College of Eastern Idaho has adopted rules to govern the gathering, use, and disclosure of student records, with the aim of guaranteeing the privacy of such records. Under the Student Record policy, most of the records the College maintains with regard to a student can be disclosed without the student’s written consent only to the student, to College officials, to sponsors of financial aid (when the student has applied for or received aid), or to government agencies upon receipt of lawful subpoenas.

College of Eastern Idaho may release “directory-type” information without obtaining a student’s prior consent, unless the student has elected to exercise the right of confidentiality/privacy.

### Directory information is limited to a student’s:

- First and Last Name
- Current Address
- Telephone Number
- E-mail Address
- Date of Birth
- Photograph
- Dates of Attendance
- Number of Credits Earned
- Program of Study
- Degrees and Awards Received
- Enrollment Status, Full-Time or Part-Time
- Participation in Officially Recognized Activities

**Students may request that their directory information not be disclosed by filing this form or a written request with the Registrar’s Office in Student Affairs**

Requesting non-disclosure of directory information will:

- Restrict disclosure of all student information, including degrees awarded or fact of attendance.
- Remove information in all publications, including the online student directory and commencement program.
- Require a photo ID to receive any customer service related to your student record.
- Prevent any customer service related to your specific student record over the phone (general information will always be available).
- Remain in effect until you release the restriction using this form.

Any person who believes the College is failing to comply with the rules or the federal regulations governing student records is urged to bring their complaint to the attention of the College. Complaints of noncompliance may also be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington DC 20202-4605.

### Request to Restrict/Release Directory Information

I, \_\_\_\_\_ Student ID# \_\_\_\_\_  
(Please print full name)

Signature \_\_\_\_\_ Date \_\_\_\_\_

request that my directory information:  be restricted  be released

**For CEI Use Only**

Staff Initial \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

Note: By initialing above you are confirming that you have verified the student’s photo ID. After entering the Release of Information in Colleague, have the form scanned and placed in student’s file.