



REQUEST TO WITHHOLD OR RELEASE PUBLIC INFORMATION

University of Houston • Office of the University Registrar • Houston, Texas 77204-2027 • (713) 743-1010

(Please read this form carefully before completing your request.)

Under the Family Education Rights and Privacy Act of 1976, the University of Houston may release information considered to be public information to agencies or persons outside the University of Houston community or System without notice to the student, unless the student has requested in writing that this information not be released.

Information considered to be public information includes:

Name	Dates of attendance
Address	Most recent previous educational institution attended
University assigned e-mail address	Classification
Telephone listing	Participation in officially recognized activities and sports
Date and place of birth	Weight and height of members of athletic teams
Major field of study, degrees, awards and honors received	Enrollment status (Undergraduate or graduate students, full-time or part-time)

Students who do not want public information to be released are responsible for notifying the Office of the University Registrar and may do so by completing this form. Students should understand that a request to withhold public information will mean that ALL inquiries; e.g., confirmation of attendance or degrees by companies seeking information on applicants for employment, cannot be honored unless accompanied by a signed release by the students.

NOTE: Requests must be made by the last day of the first week of class to ensure that information (including your name, address and phone number) is not released by the university or published in the student directory for that academic year.

Under the Family Education Rights and Privacy Act of 1976, the University of Houston is required by law (whether or not the student has requested that public information be withheld) to release student information without written consent of students to authorized representatives of federal and state-supported programs; e.g., Comptroller General of the United States, Secretary of Education, state educational authorities, and the Veterans Administration, as well as parents presenting proof of dependency of students.

Indicate below whether you are requesting that public information NOT be released or that a previous request be terminated.

A _____ I have read the above information and am requesting that the public information in my record as defined above not be released. I understand from the information above that, under the Family Education Rights and Privacy Act of 1976, there are still some circumstances under which the University of Houston must release information regarding my record.

B _____ I am terminating my previous request for the withholding of public information as defined above and give the University of Houston my permission to release the public information in my record without notice.

Print name

Signature

(SSN or Student ID)

Date

“State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.”