



**FERPA Notification**

The Family Educational Rights and Privacy Act of 1974 (FERPA) in general provides that personally identifiable information from a student’s record cannot be released without the student’s consent. One exception under the Act allows certain information to be released without a student’s additional consent. This information is identified and designated by Logan as “Directory Information.” To qualify for the exception, Logan must give its students public notice of:

1. The types of personally identifiable information that the Logan has designated as directory information;
2. A student’s right to refuse to let the Logan designate any or all of those types of information about the student as directory information; and
3. The period of time within which a student has to notify the Logan in writing that he or she does not want any or all of those types of information about the student designates as directory information.

Logan has designated the items below as directory information:

Name, home and school address, home and school telephone numbers, email address, major and field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received (including Dean’s List), and the most recent previous educational institution attended.

You have the right to refuse to let the Logan designate the above types of information about you as directory information by filling out the information below at any time while you are a student and returning it to the Registrar’s Office, Administration Building, Room 262, or mail to Registrar’s Office:

1851 Schoettler Road  
PO Box 1065  
Chesterfield, MO 63006-1065

Restrict Directory Information  
*This will prohibit publication of above information from Logan phone book, people finder and news releases.*

Release Restriction of Directory Information

Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_