

Restrict Student Directory Information Request

How to Submit Form: The completed form must be submitted via the [Document Uploader](#).

Directions: Consult the current UTSA Student Policies for more information concerning the restriction of student directory information.

STUDENT INFORMATION

First Name: _____ Middle: _____ Last: _____ myUTSA ID: _____

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), I request that the Office of the Registrar restrict all Student Directory Information. With this request, such information is treated as confidential; and, in response to public inquiries, the University will verify only whether I am currently enrolled. I understand that this request remains in effect until such time as I specifically authorize the release of that information by completing a **REVOKE RESTRICTION OF STUDENT DIRECTORY INFORMATION REQUEST** form found at onestop.utsa.edu/forms/registrar.

SIGNATURE

Signature: _____ Date: _____

Telephone Number: _____ Preferred Email Address: _____

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

 **UTSA OFFICE USE ONLY:** 