

Revoke Restriction of Student Directory Information

Students who have requested all [directory information](#) be withheld under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) can submit this request to revoke the restriction.

Student Information

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

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statement:

- I am requesting that the Office of the Registrar remove the confidentiality code that is on my student record.

Student Acknowledgement

Student Signature: _____ Date: _____

Submit this Form

Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select "Registrar"
- **Term:** Select Applicable Term
- **Category:** Select "Confidentiality Forms"
- **Category 2:** N/A
- **Document:** Select "Revoke Restriction of Student Directory Info Request"

Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

Disclaimer: With a few exceptions, you are entitled on your request to be informed about the information UT 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 UT 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. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.