



REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Johns Hopkins University may release directory information at its discretion. Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the disclosure of directory information. Directory information, may be released to anyone who should request it either in person, by mail, by telephone, and in some cases, online. Completed forms should be submitted to the Office of the University Registrar.

If you do not want the University to release directory information, please complete, sign, and submit this form to the Office of the University Registrar. Designated directory information at Johns Hopkins University includes the following:

- legal name of student
• local address
• e-mail address
• local phone number
• major field of study
• dates of attendance
• degrees and awards received, and pertinent dates
• honors
• photograph
• classification and level of study
• name pronunciation
• participation in Johns Hopkins Athletics, limited to hometown, sport, height, and/or weight

As long as this disclosure is in place, directory information will not be released or published. Please consider the consequences of withholding directory information. For an example, if you selected dates of attendance and/or degrees and awards received below, the University will not verify that information to insurance companies or prospective employers. Requests for non-disclosure by present or former students will be honored by the University until removed by the student.

Please check the boxes below to restrict disclosure of directory information. Be sure to sign and date this form.

- Legal name
Local address
E-mail address
Local phone number
Major field of study
Dates of attendance
Degrees & awards received, and pertinent dates
Honors
Photograph
Classification and level of study
Name Pronunciation
Participation in Johns Hopkins Athletics, limited to hometown, sport, height, and/or weight

DO NOT DISCLOSE ANY OF THE DIRECTORY INFORMATION ABOVE. If you checked this box, your name, degree and honors will be listed in the Commencement Program unless you specifically request otherwise by checking the box below

I do not want my name, degree and honors listed in the Commencement Program.

Student Signature: _____

Date: _____

Student Name: _____

Hopkins ID: _____

(Please Print)

This form must be received directly from the student to the Office of the University Registrar. A photo ID will be required. The non-disclosure request will remain in effect until the Office of the Registrar receives a written request to remove the non-disclosure status. The University policy on FERPA is located at https://www.jhu.edu/assets/uploads/2017/01/ferpa.pdf

Please note that checking any of the items above does not impact or change what is visible on JHED. A separate procedure must be followed if you want to exclude Johns Hopkins Enterprise Directory (JHED) information. You must login at http://my.jhu.edu, click on the MyJhed tab at the top of the screen and follow the directions under JHED Functions/Set Online Visibility.

For inquiries or additional information contact the Office of General Counsel at 410-516-8128 or the Office of the Registrar at 410-516-8080.