

## Confidentiality Request Form

**Instructions:** This form is to be completed by the student to request that directory information be withheld from public inquiry.

The University maintains two types of student education records: directory information and other student records. Directory information is considered public information and will be released by the University upon request, in accordance with existing law. Any student who does not wish directory information released must submit the appropriate documentation indicating such with the Office of the Registrar.

I, \_\_\_\_\_, hereby request that my directory information not be released outside the University except as required by Federal or State law. I understand that this request is permanent and will remain in effect until I request in writing that the hold(s) be removed.

Student's UID#: \_\_\_\_\_

Student's Signature: \_\_\_\_\_  
*\*Signature required – request will not be processed if omitted.*

Submit to: **Registrar's Office** – Cook Administration Building Room 128  
Chicago State University  
9501 South King Drive  
Chicago, IL 60628

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### OFFICE USE ONLY

*Stamp Date Received*

#### ID Provided:

- Chicago State University Cougar UID
- State ID
- Driver's License
- Passport

\_\_\_\_\_  
Staff Initial

\_\_\_\_\_  
Date Received