TEXAS A&M UNIVERSITY
SAN ANTONIO

OFFICE OF THE REGISTRAR

MAIN CAMPUS, SENATOR FRANK L. MADLA BUILDING, ROOM 111
ONE UNIVERSITY WAY, SAN ANTONIO, TEXAS 78224
PHONE: (210) 784-1300 · FAX: (210) 784-1494

REQUEST TO RESTRICT STUDENT DIRECTORY INFORMATION

Completed and approved form should be taken to the Welcome Center for processing. Students must present valid photo ID at the Welcome Center at time of processing.

This form must be filled no later than Census Date of each semester as defined in the online registration calendar to be effective for that term.

Student Name: _____
First Middle Last

K#: _____

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 located in the Welcome Center.

Student's Signature:_____ Date:_____

Telephone Number:_____ E-Mail Address:_____

With a few exceptions, you are entitled on your request to be informed about the information Texas A&M University – 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 Texas A&M University – San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth at Texas A&M University – San Antonio.

Directory Information
Student Directory Information concerning student may be released to the public without permission of the student. Texas A&M University-San Antonio has defined directory information as: Student's name, local address and telephone number, permanent address and telephone number, dates of attendance, college, academic major, campus, classification, previous educational agencies/insititutions attended, degree earned and date it was conferred, academic and other honors, and participation in officially recognized activities.