

Release of Directory Information Form

The Johns Hopkins University Bloomberg School of Public Health designates the following information "directory information". As such, it is considered public and will be released upon request. If you are interested in withholding all or part of your directory data, check the items you wish to be withheld from the list below, print your name and Hopkins ID, sign and date the form and submit to the Office of Records and Registration, Suite E-1002 (or submit your request in writing to the same office) as soon as possible. It is not necessary to submit this form if you do not want to restrict any of the information below:

Check the box next to the information that you want withheld.

- Name
- Photograph*
- Degree Program & Departmental Affiliation
- Local Address
- Permanent Address
- Telephone Number
- School E-mail Address
- JHU Dates of Attendance
- Verification of Current Enrollment
- Enrollment status (full-time/part-time)
- JHU degrees received, if any, and dates of completion

Last Name: _____

First Name: _____

Hopkins ID: _____

Signature: _____

Date: _____

As "directory information", any of the above could be made available to general inquiries, including other students, unless you request that you do not want some or all of the "directory data" to be released. Please consider requests to withhold data carefully as it is often to your advantage to have a third party confirm your enrollment. Keep in mind that any requests to withhold data must be submitted annually.

The University has an on-line directory located on the **Johns Hopkins Portal** at <http://my.jhu.edu>. The following data will initially be available via the *intranet* view (within the JHU domain): name, division, department and email. It is your responsibility to determine which data you would like to have suppressed. The *internet* view will display no data until you make it available.

Additionally student photos will be available to faculty via their class rosters. These rosters cannot be accessed externally. Your ID photo is obtained for the photo directory.

Please keep a copy of this form for your records and read the important information on reverse side.

Please submit requests to withhold directory data to:
Records and Registration Office
615 N. Wolfe Street, Suite E1002
Baltimore, MD 21205-2179

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the School will withhold disclosure of any of these categories in accordance with individual requests received **IN WRITING** to the Office of Records and Registration. For more information regarding FERPA, visit http://www.jhsph.edu/student_affairs/ferpa.html or consult the Student Handbook, available in the Office of Career Services, or the SPH Catalog. Requests to withhold directory information must be renewed on a yearly basis.

Statement Regarding the Privacy Rights of Students

Notice is hereby given that the Johns Hopkins University School of Public Health complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, and regulations promulgated there under. The Family Educational Rights and Privacy Act (FERPA) affords eligible students with certain rights with respect to their education records. They are:

1. **The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access.** A School of Public Health student should submit to the registrar a written request that identifies the record he/she wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the record may be inspected. If the record to be inspected is not maintained by the registrar, the student will be advised of the correct official to whom the request should be addressed.
2. **The right to request amendment of the student's educational records that the student believes are inaccurate or misleading.** A student should write to the registrar or other University official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in a student's educational records, except to the extent that FERPA authorizes disclosure without consent.** Disclosure without consent is granted to School officials with legitimate educational interests. A School official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel or health staff); a person serving on the Board of Trustees or a student serving on an official committee, such as faculty, academic ethics, disciplinary, or grievance committee, or assisting another School official in performing his/her tasks; i.e. a teaching assistant. A School official has a legitimate educational interest if the official needs to review a record in order to fulfill his/her professional responsibility.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605