

# University of Hawai'i-West O'ahu

## DIRECTORY INFORMATION FORM

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### UH Online Directory

The MyUH Portal features a UH Online Directory which was designed to aid in the support of community building at the University of Hawai'i. Student information in the online directory is limited to student name, email address and affiliated UH campus(es). Submission of this FERPA confidentiality request form does not automatically remove you from the UH online directory. To remove yourself from the UH online directory, please do so via your MyUH account. From your MyUH account, go to the "My Profile" tab, UH Online Directory, Options for Students.

### Directory Information

Existing regulations permit the university to release, without prior consent from the student, certain personal data about a student that is considered to be "directory information." Such data may include:

- Name of student
- Local address and zip code
- Local telephone number
- Major field of study
- Education level (e.g., freshmen, sophomore, junior, or senior)
- Fact of participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Most recent educational institution attended
- Degrees and awards received
- Email address
- Enrollment status (full-time and part-time)

The University is not required to notify students before complying with certain subpoenas. Information concerning disciplinary action may be included in a student's education records, and such information may be disclosed to teachers and other school officials who have legitimate educational interests, without prior consent.

A student presently registered and in attendance at any campus may request that their directory information not be disclosed to the public. A student wishing to exercise this right, must do so by completing and submitting this Directory Information form, no later than 14 days from the first day of instruction for a regular semester or term, or by the fourth day of a summer session.

This confidentiality hold will be in effect for the duration of your enrollment at UHWO. If you wish to change this status, a written request must be received by the Student Services Office.

- NO**, my directory information **may not be** disclosed without prior consent.
- YES**, my directory information **may be** disclosed without prior consent.

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
UH ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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