



## DePaul University Alumni/Former Student FERPA Preference Update Request

Please complete the following request to update your Family Educational Rights and Privacy Act (FERPA) preferences with DePaul University.

Alumni/Former Student Information:		
Last Name	First Name	Middle Name
<i>Last Name (while attending if different)*</i>	<i>First Name (while attending if different)*</i>	<i>Middle Name (while attending if different)*</i>
Date of Birth: ____/____/____	Last four digits of Social Security #: ____	DePaul Student # _____
Approximate Years of Attendance:	Degree Sought or Earned:	
Phone Number	E-Mail Address	

\*Please note: If your name has changed since you attended DePaul University and you wish to update the Personal Information you have on file with the University, please visit <http://sr.depaul.edu/PersonalInfo>

### FERPA Directory Information:

Directory information may be disclosed by DePaul unless you have specifically requested this information not be released by checking below. In compliance with FERPA, DePaul University ensures the privacy of your education records. DePaul University defines directory information as: Your name, addresses, e-mail addresses, telephone numbers, date of birth, college of enrollment, year in school, major, enrollment status (including current enrollment, dates of attendance, full-time/part-time, withdrawn), degrees, awards and honors received (e.g., Dean's List recognition), participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including ID pictures), videos depicting and/or concerning University life, and previous educational institutions attended.

Restricting your Directory Information prevents your name from being released to honor societies, dean's list and graduation announcements to local newspapers, and also any enrollment and/or degree verifications.

Based on the definitions of directory information listed above:

\_\_\_\_ I request that DePaul University **ALLOW FOR RELEASE** of my Directory information.

\_\_\_\_ I request that DePaul University **NOT RELEASE** any of my Directory information.

In order to verify your identity and protect the security of your student record, **identification must be submitted in order for this request to be processed.** Acceptable identification includes a current state or federal government issued photo ID (**Drivers License, State ID, or Passport**).

I authorize DePaul University to update my FERPA preferences per this request and to correspond with me if necessary. I verify that all documentation and identification presented is current and accurate. I also understand that I am subject to the repercussions of falsifying information outlined in the DePaul University Code of Student Responsibility.

Alumni/Former Student Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this completed/signed form AND supporting documentation to:

Preferred methods:  
Fax: (312) 362-5143

In Person:  
DePaul Central – Lincoln Park, SAC 101  
DePaul Central – Loop, DePaul Center 9<sup>th</sup> floor

Mail:  
DePaul University  
Attn: Student Records  
1 E. Jackson  
Chicago, IL 60604

This form is for Alumni/Former students only – Current students should update their preference within Campus Connection.  
For information regarding FERPA please visit our website at: <http://sr.depaul.edu>