



## *Gonzaga University School of Law*

### **Privacy of Educational Records**

#### **Confidential Information**

The following information is considered to be confidential and **is not available to anyone** outside of the University without your prior, written permission unless disclosure is otherwise permitted or required by law:

- Grades and Grade Point Average
- Academic Standing
- Courses Taken and Enrolled in
- Class Schedule and Enrollment Status
- Credits Accumulated
- Names and Addresses of Parents or Emergency Contact Persons
- Date of Birth
- Photograph
- Advisor's Name
- Local and Permanent Address or Phone Number
- Disciplinary Charges and Sanctions
- Student Identification Number (Social Security Number or Gonzaga assigned ID#)

#### **Directory Information**

Upon request from a third party outside of the University, and except as provided below, Gonzaga may release any or all of the information about you classified as directory information. Directory information consists of the following:

- Name
- Email Address
- Year in School
- Dates of Attendance
- Degrees Received and Dates Thereof
- Scholastic Honors and Awards Received
- Participation in Recognized Activities
- Most Recent Educational Institutions Attended

Gonzaga will not release directory information about you to a third party outside of the University if you file a written request for non-release of such information with the Registrar's Office by September 15 of a school year. To remain effective, such a request must be renewed annually.

Regardless of whether you request that directory information about you be treated as confidential, Gonzaga may release both confidential and directory information about you to people within the University for educational purposes.

It is important that you understand that if you choose to have your directory information treated as confidential, Gonzaga will not release **any** information about you, or **acknowledge your current or past association with the University**, to a third party outside of the University without your written consent to do so.

This includes (but is not limited to):

- Verifying your enrollment or degree status with potential employers or state bar associations;
- Having your name posted on Dean's Academic Honor List;
- Having your name posted on CALI website;
- Having your name listed in the commencement program as a graduate, honor recipient or member of a moot court team;
- Discussing registration or financial aid matters over the phone.

Please check one:

\_\_\_\_\_ Gonzaga University School of Law may release directory information about me to third parties, as provided by the Family Educational Rights and Privacy Act of 1974 (FERPA).

\_\_\_\_\_ I hereby request that directory information about me be treated as confidential, non-directory information for purposes of the Family Educational Rights and Privacy Act of 1974 (FERPA). I have considered this request carefully and recognize that no such information will be disclosed to a third party outside of the University without my prior, written consent or as otherwise provided by FERPA.

Name: \_\_\_\_\_ SSN or ID#: \_\_\_\_\_  
*Please Type or Print*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this form and **return ONLY this last page** to the Law School Registrar, Robbie McMillian via fax to (509) 313-5710, as a PDF via email to [mcmillian@gonzaga.edu](mailto:mcmillian@gonzaga.edu), or via US Mail to:

Ms. Robbie McMillian, Registrar  
Gonzaga University School of Law  
P.O. Box 3528  
Spokane, WA 99220