



Soka University of America  
Office of the Registrar

## FERPA Request for Confidentiality

The Family Educational Rights and Privacy Act (FERPA; also known as the Buckley Amendment) and provisions of the California Education Code set out requirements designed to govern the access to and release of education records; to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

In accordance with FERPA, as amended, Soka University of America adopted policies and procedures concerning implementation of FERPA on campus.

Certain information designated as directory information may be disclosed without your consent or knowledge, unless the College is notified in the advance that such information is not to be released.

Soka University of America defined the following list of student information as directory information:

- Student Name
- Address: campus, home, mailing, and email.
- Date and Place of birth
- Dates of attendance, major field of study, and ft/pt status.
- Degree, honors, and awards received
- Official recognition of activities and sports
- Height and weight of athletic team member
- Photograph

To prevent the disclosure of this information, you may sign at the bottom of this document and submit it to the Registrar's Office during the Fall and Spring registration periods. Request to have confidentiality either added or taken your record will be accepted during registration only and no change to your confidentiality flags will be processed at any other time during the year.

When requesting confidentiality, be aware that NO INFORMATION will be given to anyone, including immediate family members and potential employers regarding any information about you unless you request to release your information by writing to Soka University of America's Registrar.

If you request that your information remain confidential it will not be listed on any honor lists, such as the Dean's list, and you will not have your names printed in the graduation bulletin when you graduate. Your student information will remain confidential and will not be released without your signature and expressed consent after you withdraw or graduate from the college.

The signed request for nondisclosure will be honored by Soka University of America until you, the student, submit a written and signed request to remove the nondisclosure hold on your records.

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I hereby request that the above information **NOT** be released without my written consent.

I currently have a confidential flag set and would like to request request that it be taken off.

Print your name legibly: \_\_\_\_\_

Student ID#: \_\_\_\_\_

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

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