

DATA PRIVACY REQUEST

In conformity with the Family Educational Rights and Privacy Act of 1974, Minnesota State Mankato recognizes certain items as directory information that may be released for any purpose at the discretion of the University. The following information may be released to the public without the consent of the student:

1. Name
2. Major field of study
3. Dates of attendance
4. Grade level classification
5. Previous college/university attended
6. Degrees received
7. Awards and honors
8. Height and weight information for athletic participants
9. Performance records and participation in competitive events
10. Participation in officially recognized activities, sports and organizations
11. Individual or group photos and videos

A directory of students is published each fall for Minnesota State Mankato students. This directory contains names, local addresses, local phone numbers, as well as information about faculty, administration and campus offices. This information is also available through the University's website at www.mnsu.edu/supersite/directories and select the People Search link.

Students may request that that Directory Information be kept private by completing this data privacy request form. Keep in mind that if a privacy code is in effect, you will **not** appear on the website People Finder, your information will **not** be printed in the campus directory, and your email address will **not** appear in the campus email address book.

If at any time you wish to remove the privacy code, you must submit this document requesting the cancellation of your privacy code.

Indicate your request below by checking the appropriate box:

- DO NOT** release my directory information. Do not include my information in the printed or online directories.
- I wish to cancel my previous request for withholding of directory information. Please include my information in the printed and online directories.

Student Name: _____ Tech ID: _____
(Please Print)

Student Signature: _____ Date: _____

Confirm or update your mailing address information on e-services.
U.S. Postal Service address format standards are available at
www.mnsu.edu/campushub/addresschange/

Drop off this form or mail to:
Office of the Registrar
Minnesota State University, Mankato
132 Wigley Administration Center
Mankato, MN 56001