BEFORE RELEASING INFORMATION, MAKE SURE AT LEAST ONE OF THE FOLLOWING IS TRUE.

☐ The information is considered public directory information and the student has not requested a directory hold.

  Public Directory Information:
  • Student name
  • Year at the University
  • Dates of attendance
  • Academic college and major field of study
  • Enrollment status (undergraduate or graduate; full-time or part-time)
  • Participation in officially recognized activities and sports
  • Degrees, honors and awards received
  • Most recent educational agency or institution attended

☐ The information is considered non-public directory information and the requester is a University Official or student and the student has not requested a directory hold.

  Non-Public Directory Information:
  • Local Address
  • Permanent Address
  • Telephone Listings
  • University Email Address

☐ The student has provided written consent for release.

This can be completed either on MyRED or a release form. See www.ferpa.unl/AuthorizationForReleaseOfInformation.pdf

☐ The subject of the request is a current or past student

☐ Disclosure meets one of the exceptions.

  • School officials that have a legitimate education interest
  • When there is an articulable and significant threat to the health or safety of a student or other individuals
  • Records returned to the provider or creator of the information
  • Educational institutions where the student plans to enroll or transfer.
  • Judicial orders or lawfully issued subpoena.
  • Court order
  • Any records included under the directory information unless they have been restricted by the student
  • Parents if the students are Federal IRS dependents; proof of dependency is required
  • Third parties with written agreement in conjunction with the evaluation of federal or state supported education programs.

☐ The disclosure is required to supplement other information.