UNIVERSITY OF **Nebraska** Lincoln®

CHECKLIST FOR INFORMATION REQUESTS

Office of the University Registrar | 107 Canfield Administration Building, Lincoln, NE 68588
Phone: 402.472.3635 | Fax: 402.472.8220

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.**