

Office of Records and Advising  
Saint Xavier University  
3700 W. 103<sup>rd</sup> Street  
Chicago, IL 60655

## Request to Opt Out of Directory Information

LAST NAME (STUDENT)	FIRST NAME	STUDENT IDENTIFICATION NUMBER
SEMESTER/QUARTER	YEAR	

At Saint Xavier University the following information about a student can, by law, be released to the general public and may be listed in the campus directory:

Student's name, address, email address, photo ID, date and place of birth, major, honors, awards, participation in recognized activities and sports, height and weight of athletes, class level, dates of enrollment, degrees conferred, dates of conferral, institutions attended immediately prior to admission.

No other student information is released to non-university personnel without your written permission. By completing this form, you will be requesting that information **not** be released to non-university personnel or listed in the campus directory.

Some of the effects of your decision to request confidential status will be that you must make all address changes with a signed authorization or in person with a form of ID; friends or relatives trying to reach you will not be able to do so through the University; information that you are a student here will be suppressed, so that if a loan company, perspective employer, family member, etc., inquire about you, they will be informed that we have no record of your attendance here.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

DATE	STUDENT SIGNATURE
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