

## **Student Directory Information Disclosure DOs and DON'Ts**

*Directory Information* is information not generally considered harmful or an invasion of privacy if disclosed.

The following is considered Directory information and can be provided without written permission from the student unless the student's record is flagged as confidential (see "Confidential Records" below). **DO** give information regarding:

- Name, address, e-mail address and telephone listing
- Level (graduate or undergraduate)
- Field of study (major)
- Dates of attendance
- Degrees conferred
- Graduation Honors and awards
- Enrollment Status (full-time/ part-time)

The following information cannot be provided without written permission from the student. **DO NOT** give information regarding:

- Social Security numbers
- Campus ID (i.e. gtID) numbers and PIN
- Citizenship
- Gender
- Race, ethnicity, or nationality
- Printed lists with student names and/or grades as an attendance roster
- Course enrollment lists
- Student schedules
- Disciplinary matters
- Grades and Exam Scores
- Parent Address/ Phone numbers
- Detail of registration (i.e. courses, times)
- Total credits
- Number of credits enrolled in a term
- Dean's List/ Faculty Honors
- Hold Information
- Degree Candidate Information
- Academic Standing
- GPA (including range)

### **Student Confidential Records**

Students have the right to request that their records be flagged as confidential. A warning statement regarding confidentiality automatically pops up whenever accessing a student that has requested such. In order to release directory information for this population of students, a signed released statement will need to be provided. Information regarding confidentiality and can be viewed at:

<http://www.registrar.gatech.edu/students/formlanding/confid.php>