

Common Confidentiality Flag Request Form



Submit to:
Office of Registrar & Records
900 N. Portland Ave, OKC, OK 73107
PH: 405.945.3291; FAX: 405.945.3277
records@osuokc.edu
www.osuokc.edu/ferpa

REQUEST TO WITHHOLD DIRECTORY INFORMATION (CONFIDENTIALITY FLAG FORM)

INSTRUCTIONS: Use this form to request all institutions in the OSU A&M System (OSU-Stillwater, OSU-Tulsa, OSU-CHS, OSU-IT, OSU-OKC, OPSU, CSC, Langston, and NEO A&M) withhold disclosure of your directory information to third parties. This request cannot be upheld by one institution at a time within the OSU A&M System, and will be upheld uniformly by all institutions. Submit this completed form to the office listed above in person with appropriate photo ID (a valid state or federal ID or student ID), or via email, fax or mail along with a legible copy of appropriate photo ID.

Students should consider all aspects of a directory information hold (or Confidentiality Flag) prior to submitting a request. This request will prevent all institutions in the OSU A&M System from releasing any directory information, and any requests for such information from non-institutional persons or organizations will be refused. For example, your name will not appear in commencement programs, and we cannot confirm enrollment status or degrees earned to prospective employers, etc.

See the FERPA website referenced above for a list of items designated as “directory information” at this institution. The list may vary slightly by A&M System Institution.

Requests to withhold directory information (i.e., a Confidentiality Flag) will be honored until revoked by the student (see Confidentiality Flag Revocation form).

NAME:

LAST NAME: _____ FIRST NAME: _____ MIDDLE: _____

STUDENT ID: _____

PHONE: (____) _____

This phone number will ONLY be used by office management to contact you if needed about this request.

ONE OF THE FOLLOWING DOCUMENTS IS REQUIRED TO VERIFY YOUR IDENTITY (attach a legible copy if not submitting in person):

Driver’s license (or other state-issued photo ID)

Passport

Military ID

Student ID

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

BANNER SYSTEM IDENTIFICATION: STUDENT HR FINANCIAL AID FINANCE ACCOUNTS RECEIVABLE

Processed by: _____ Department: _____ Institution: _____ Date: _____