

Privacy of Student Records

In view of the recent publication by the Department of Health, Education and Welfare of the final regulations supporting the federal *Family Rights and Privacy Act of 1974* (the "Buckley Amendment"), the University will very soon be publishing Guidelines and Policies on access to student records.

In that connection, we call your attention here to matters of particular concern to students during the registration period and to us in the Office of the Registrar. We ask you to review the material and to be conscious that two sets of dates—September 27 and 28, the principal registration days, and October 12—are deadlines for actions you may wish to take.

Our purpose here is three-fold:

- * To tell you fully what information about you the University will regard as available to the public *unless* you ask us to limit its release. This is the information the "Buckley Amendment" would have us call "directory information."
- * To tell you what you should do to instruct the University to keep private part or all of the information we otherwise would regard as public.
- * To tell you in summary the nature of the records held by the Office of the Registrar and what to do if you wish access to them.

PUBLIC "DIRECTORY" INFORMATION

When we say that information is available to the public, we mean that it is available to anyone who asks. Certain items of public information seem to be of such general interest that we publish these annually, based on Autumn Quarter records, in a *Student Directory*, available for purchase in the Stanford Bookstore.

Here is a complete list of the information items the University regards as available to the public. Asterisked items are those published in the *Student Directory*.

- * Student Name
- * Sex
- * Class
- * Major
- * Local Address and/or Stanford Box Number
- * Local Phone Number
- * Permanent or Legal Address
- Stanford I.D. Number
- Specific Quarters or Semesters of Registration at Stanford
- Stanford Degree(s) Awarded and Date(s), Degree Major(s) and Field(s) if any; University Degree Honors
- Institution Attended Immediately Prior to Stanford

There are two items of information which the University will not divulge upon inquiry but which we will confirm (principally to clarify that we and the inquirer are referring to the same person). These are:

- Birthdate
- Birthplace

KEEPING DIRECTORY INFORMATION PRIVATE

Occasionally, a student will prefer that we keep private some or all of the information that ordinarily would be available to the public. That is a student's right, and we are happy to oblige.

Note this well: When "directory information" is made private it is available to University faculty and staff with a need to know (with the understanding that they not release it without your consent), to persons or agencies you specifically permit in writing to have the information, and to inquirers who present us with evidence of legal compulsion (and even then in cases of subpoena we would attempt to advise you of the information we are compelled to provide). In short, we will treat directory information you ask us to keep private as we treat all other information (such as courses and grades) in our custody.

The University has no need to know your reasons, should you prefer that we keep private some or all the directory information about you. We would ask only that you weigh your initial preferences against the possible personal inconveniences. If you instruct us to keep private your local address and phone number, for example, we shall not be selective about our refusals to inquirers. We will not provide the address and phone information to persons who claim to be relatives, "old friends," or otherwise exceptional. And if you ask us to keep private all references to your registration status, we shall refuse information to every inquirer who lacks authorization: for example, would-be landlords or would-be employers or even other

Stanford students who want simply to confirm your Stanford affiliation.

There are eleven categories of directory information. We recognize that the occasional requests to keep such information private most often arise from a concern to protect local address and/or permanent or legal address and/or local phone number. Hence, we have directed what technical resources we have to providing the following options. First, a student can ask us to keep private local address, permanent or legal address, and/or local phone. (The possible combinations represent, in effect, seven options. The student who wishes to be available to the public only by mail should give us only a postal box number as a local address and then ask us to keep private local phone and permanent or legal address.) Second, a student may ask us to keep private all categories of directory information, keeping even basic registration information from all but those authorized under the law.

STEPS TO TAKE

Students wishing to keep private address or phone information may fill out the form enclosed in the hand-out version of this announcement. These are available on registration days at Memorial Auditorium, Maples Pavilion, and at anytime at the Information Window in the Old Union Lobby. The form may be turned in at Maples Pavilion at "final step," or it may be turned in at the Information Window in the Old Union lobby.

Students wishing us to keep private *all* directory information should make that request in writing and confirm the arrangement in personal meeting with Robert Houghton, Associate Registrar, Room 137, Old Union or with Walter J. Findeisen, Assistant Registrar & Recorder, Room 130, Old Union. The purpose of this face-to-face contact is to clarify for the student precisely what will be said should there be inquiries about his or her status.

DATES TO OBSERVE

A directory of registration activity on September 27 and 28 is made available in roster form and copies are placed in campus sites having public access (for example, in the Old Union lobby, at Bechtel International Center, and in similar campus locations). Students wishing to withhold directory information even from these rosters should submit appropriate forms when registering but no later than close of day, Tuesday, September 28. The deadline for the withholding of information from the second issue of public rosters and from the published *Student Directory* is October 12.

In submitting these requests, students should be prepared to show either a valid Permit to Register (PTR) or a valid student body card.

RECORDS HELD BY THE OFFICE OF THE REGISTRAR

A full list of record categories held by the Office of the Registrar is available at the Information Window in the Old Union lobby.

Briefly, these records consist of demographic information, registration documents, student study lists, student petitions, end-quarter course reports signed by authorized instructors, individual student grade reports by quarter and aggregated in transcript form. Student petitions are held in individual credentials folders, which also contain the applications for admission but not letters of recommendation. The credentials folders usually come to the custody of the Registrar some time late in the student's first term of registration.

A student at any time and at no charge may have an unofficial transcript of his or her Stanford work, simply by requesting it and showing proper identification at the Registrar's Credentials Window, facing the elevator in the Old Union lobby. We *urge* students to ask for this copy and to review it carefully before requesting us to send official transcripts, for which there is a \$1 charge per copy (\$2 if the individual is not registered). It is the Credentials Window also where a student can review the accuracy of his or her study list and check on the submission of supplementary grade reports.

A student who wishes to examine all records the Office of the Registrar may hold about him or her or to secure amendments to the record that cannot be made by routine petition should make that request of Walter J. Findeisen, Assistant Registrar & Recorder, Room 130, Old Union.

Sally Mahoney
Registrar and Associate Provost
September 1976

STAMPED

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9/28/76