

**Directory Information Request
Student Address Information**

Cleveland State University does not classify student home address as directory information, unless the request is received from state, local or national elected officials for the purpose of sending congratulatory letters, or to potential scholarship sponsors for the purpose of marketing scholarship opportunities. In these cases, the student information can only be released to the official making the request.

Please note that not all elements of directory information are similarly restricted and this form is not required for requests seeking release of unrestricted directory information. The full policy on directory information and CSU's responsibilities under the Family Educational Rights and Privacy Act is online at <https://www.csuohio.edu/registrar/family-educational-rights-and-privacy-act>.

1. Purpose of Request (check one)

- Sending congratulatory letters (degree recipients, dean's list, president's list etc.)
- Marketing scholarship opportunities

Note: Ohio law prohibits release of directory information to any person or group for use in a profit-making plan or activity. CSU requires disclosure of the requestor's identity and the intended use of directory information in order to ascertain if it will be used in a profit-making plan or activity. 34 CFR Section 99.3, R.C. 3319.321.

Provide an outline of the information you are requesting and the purpose for which you will use it:

2. Requestor information

Requestor name: _____

Requestor title/position: _____

Requesting company/
organization: _____
(if applicable)

Electoral district: _____
(if applicable)

CSU reserves the right to reject any request for student information if it is deemed to be outside of the specified intent.

Website: _____

Contact name: _____
(if different from requestor name)

Contact phone number: _____

Contact email: _____

3. Requestor Declaration

Requestor's Agreement. By signing below, the Requestor agrees to abide by the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) concerning the redistribution of student information. The Requestor agrees not to redistribute the student information received and only use the information for the purpose stated above. The Requestor further affirms that the student information will not be used for commercial purposes or in a profit-making plan or activity.

Requestor Signature: _____

Date: _____

4. Submission Instructions

If your purpose is **sending congratulatory letters**, email this form to l.a.day82@csuohio.edu.

If your purpose is **marketing scholarship opportunities**, email this form to fao@csuohio.edu.

Office use only:

Request reviewed by: Government Relations Reviewer: _____

Financial Aid Reviewer: _____

Request status: APPROVED DECLINED

Comment/Reasons:

Submit completed form to registrar@csuohio.edu Office of the University Registrar for processing.

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