

CONFIDENTIALITY REQUEST

The George Washington University
Office of the Registrar @ Colonial Central
800 21st St NW
Marvin Center Ground Floor
Washington, DC 20052
Phone: (202) 994-4900
Fax: (202) 994-3445

Name: _____
 Last First MI

GWid: _____

I hereby request that:

___ A Confidentiality Flag be PLACED on my student education record. I understand that this will prevent the release of directory information* regarding my attendance at the University to any person inquiring, including myself, except in accordance with the Family Educational Rights and Privacy Act of 1974 as amended. I further understand that this action is effective from this date forward and can only be removed upon my written request.

___ The Confidentiality Flag on my record be REMOVED. I understand that this will allow the release of directory information* regarding my attendance at the University to any person inquiring.

Student Signature: _____ Date: _____

* Directory information is defined to include: Student's name, local address, telephone numbers, e-mail, likeness used in University publications (including photographs), name and address of emergency contact, dates of attendance, school or division of enrollment, enrollment status, field of study, credit hours earned, degrees earned, honors received, participation in University-recognized organizations and activities (including intercollegiate athletics, and the height, weight, and age of athletes. **Any student who does not wish directory information released must file written notice to this effect in the Office of the Registrar.**

UNIVERSITY POLICY ON ELECTRONIC ACCESS TO STUDENT RECORDS

It is the practice of the University to provide students access to their student records through the GWeb Information System. This information includes addresses, registration, grades, and unofficial transcripts. It is envisioned that additional student information functions will be accessible in the future. To access this information, students must provide their nine-digit GWid number and their six-digit personal identification number (PIN).

Students are responsible for any changes made using their GWid and PIN. Students should not share their GWid or PIN with anyone. It is strongly recommended that the PIN be changed the first time that a student accesses the GWeb Information System and any time that the student believes their PIN may have been compromised. Students may change their PIN whenever the system is available and the change is effective immediately. Please contact Banner Security at (202) 994-7885 or (202) 994-8739 during normal business hours for PIN-related problems.