

# CONFIDENTIALITY REQUEST

## Information:

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
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.

*Photo ID is required when submitting this confidentiality request. If you are mailing, faxing, or emailing the form, please include a legible copy of your government issued photo ID or GWorld card.*

## Signature and Date:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\* Directory information is defined to include: Student's name, local address, telephone numbers, email, 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, and participation in university recognized organizations and activities (including intercollegiate athletics, and the height, weight, and age of athletes). Date of birth will be considered directory information only for the purpose of complying with applicable laws. **Any student who does not wish directory information be 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. 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) 994-0567 during normal business hours for PIN-related problems.

THE GEORGE  
WASHINGTON  
UNIVERSITY

WASHINGTON, DC

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Registrar

Student Services Hub

University Student  
Center

Ground Floor

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