

# Withholding of Directory Information form



THE PEABODY INSTITUTE  
OF THE JOHNS HOPKINS UNIVERSITY

## Peabody Institute printed directory

The Peabody Institute designates the following information "Directory Information" and includes it in lists of student information that are made available to faculty, staff and administration via the printed directory. If you are interested in withholding all or part of your directory data, please check the items you wish to be withheld below, print your name and Hopkins ID, sign and date the form, and submit it to the Registrar's Office.

**Please note that these forms must be submitted annually at the beginning of the Fall term.**

**Place a checkmark next to the information you want withheld**

- |   |   |
|---|---|
| <input type="radio"/> Name              | <input type="radio"/> Telephone Number        |
| <input type="radio"/> Permanent Address | <input type="radio"/> Local Address           |
| <input type="radio"/> Degree Program    | <input type="radio"/> School E-mail Address   |
| <input type="radio"/> Enrollment Status | <input type="radio"/> Personal E-mail Address |

**Student Name:** \_\_\_\_\_  
(please print)

**Hopkins ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Any of the above information could be made available to general inquiries by staff, faculty, or students as "directory information." Please consider requests to withhold data carefully as it is often to your advantage to have your contact information readily available.

**The Peabody Institute does not publish a printed student directory for public use.**

## Online myJohnshopkins directory

The University has an online directory available on the **Johns Hopkins Portal** at <http://my.jhu.edu>. The following data will initially be available via the *intranet* view (within the JHU domain): name, division, department, and email. It is your responsibility to determine which data you would like to have suppressed. The *internet* view will display no data until you make it available. To change data on myJHU follow the directions under JHED Functions/Set Online Visibility.

The University policy on FERPA is online at [http://www.jhu.edu/news\\_info/policy/ferpa.html](http://www.jhu.edu/news_info/policy/ferpa.html)

Please submit requests to withhold directory data to:

Office of the Registrar  
1 E. Mt. Vernon Place  
Baltimore, MD 21202