STUDENT DATA REQUESTS

The official disclosure of addresses or other data to agencies or individuals is the responsibility of the registrar under policies as required by federal statute and regulation, approved by the university and set forth in Policy #76-9. Data on individuals or groups of students issued to campus representatives by any administrative office of the university is for internal use only.

The registrar is authorized to release information in the form of address labels or data lists according to the following guidelines:

**Off-Campus Requests**

Student addresses will not be released to any outside agency for solicitation purposes.

Exception: Soloman Amendment, effective March 1, 1997, requests from addresses of students from legitimate United States military recruiters will be honored, without the consent of the student.

**Seattle University Organizations**

Student addresses or data lists may be released for Seattle University sponsored programs. Requests for address or data lists should be made on a "List/Labels" request form and submitted to Enrollment Services Operations where they are reviewed and processed on a weekly basis.

**Seattle University Affiliates**

Student addresses or data lists may be released to Seattle University affiliates such as the carrier of student insurance or for university-sponsored programs. Requests must be made in writing to Enrollment Services Operations where they will be reviewed for compliance with university policy and federal regulations.