



Student Contact Information					
Name				Date	
Local Address					
City		State		Zip Code	
Contact Phone		Contact E-Mail			

Student Record Information			
Student ID Number (or last 4 digits of Social Security Number)			
Date of Birth		Terms of Attendance at Virginia Tech	
Program of Study (Major)		Degrees Earned	

Requested Confidentiality Change	
<b>Please check the appropriate box:</b>	
<input type="checkbox"/>	I request that the confidential block be <b>REMOVED</b> from my student information.
<input type="checkbox"/>	I request that my full record at Virginia Tech be <b>MARKED</b> confidential.
<p><b>Please Note: If you choose to mark your full account confidential, none of your information will appear on the Virginia Tech People Finder web page. Your information will also not be included in the Virginia Tech Student Directory. In addition, your name will not be released to vendors. People Finder will reflect these changes within 2 to 3 business days.</b></p>	
Student Signature	
<p><b>If making this request by mail, this form and your signature <u>MUST</u> be NOTARIZED or if you are presenting this form in person, you will need to present it to the Office of the University Registrar with a <b>valid photo ID</b>.</b></p>	

Notary Statement					
City/County of				State of	
The foregoing instrument was acknowledged before me on the		day of		20	
Notary Public					
My commission expires on					
<b>SEAL</b>					

Administrative Use Only	
Approved and Processed by	Date