

SAMPLE LETTER TO REGISTRAR OFFICE REQUESTING ELIGIBLE STUDENT INFORMATION

Dear University Official:

Kappa Delta Pi, International Honor Society in Education, has been recognizing academic excellence and leadership in education for nearly 100 years. We are working with a member of the faculty in the school of education to serve as a liaison to induct students into membership of the society. Our school liaison, (YOUR NAME HERE), serves as the official representative on your campus.

This letter serves as the official request for information on students eligible for recognition by Kappa Delta Pi (KDP). Please provide us with a list of students' names and their contact information (postal address, phone, and e-mail) of students who meet the following criteria:

Undergraduate Students

- Earned at least 30 credits hours (no less than second semester sophomore standing)
- Completed at least 12 hours of education courses
- GPA above 3.0 or upper quintile of education students

Graduate Students

- Regular admission status in education-related degree program
- Completed at least 6 hours
- GPA above 3.25 (out of 4.00)

Eligible student information may be submitted to the liaison on disk, on a paper printout, or sent electronically as an attachment by e-mail. At the end of the membership drive cycle, all information will be permanently deleted or destroyed.

In conjunction with this request, this letter also serves as a disclosure of Kappa Delta Pi's strict policies and procedures for the use of student information to help ensure that the Society and participating institutions are both in compliance with the Family Educational Rights and Privacy Act (FEPR).

Policy for the Handling of Student Information

Kappa Delta Pi Headquarters handles all of the printing, mailing, and electronic communication to students informing them of their eligibility to become members of KDP. We request only names and contact information of students, including their postal and e-mail addresses. KDP will not accept social security numbers or the actual GPA of students. Should this information be sent to us, it will be deleted immediately and the sender will be informed of the error. Eligible students' contact information provided to KDP by a participating institution will be used **solely for sending letters and messages of invitation to join Kappa Delta Pi, International Honor Society in Education**. It will not be used for any other purpose.

For more information about this request or KDP's policies for the handling of student information, contact us via phone at 800-284-3167 or send an e-mail to membership@kdp.org.

Sincerely,
Rachelle J. Merkel
Director of Membership