

SCHOOL DISTRICT FERPA NOTIFICATION AND OPT OUT FORM

Student Directory Information

Directory information is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if released.

In compliance with the Family Educational Rights and Privacy Act (FERPA), this serves as the annual public notice to parents or eligible students (at least 18 years of age or who are attending an institution of post-secondary education) of the District's definition of directory information, the parent or eligible student's right to opt out of the release of student directory information, and the time period to opt out in writing. Following public notice and a reasonable response period, the District may release directory information without individual consent.

The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications. Examples include: a playbill, showing a student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports programs, such as for wrestling, showing weight and height of team members.

The District may also release directory information to outside organizations that include, but are not limited to, companies that manufacture class rings or publish yearbooks.

*The District has designated the following information as directory information:

- ____ Student's name
- ____ Address
- ____ Telephone listing
- ____ Date and place of birth
- ____ Major field of study
- ____ Grade level
- ____ Participation in sports and activities
- ____ Weight and height (for members of athletic teams)
- ____ Dates of attendance
- ____ Honors, degrees and awards
- ____ Email address
- ____ Photograph
- ____ Name of educational institution previously attended
- ____ Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- ____ Student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

**Customize to District -- in accordance with District Policy #7241.*

(Continued)

**SCHOOL DISTRICT
FERPA NOTIFICATION AND OPT OUT FORM (Cont'd.)**

***Limited Directory Information Disclosure**

The District limits disclosure of designated directory information as specified below: [*District to list specific parties, specific purposes, or both.*]

Opting-out

If you do not want the District to disclose directory information from your child's education records to any parties for any purposes, other than those required by law, without your prior written consent, you must notify your child's building principal in writing by ** _____.

Parents and eligible students **may not**, by opting out of disclosure of directory information, prevent a school from:

- 1) Disclosing or requiring a student to disclose the student's name, identifier, or school email address (if any) in a class in which the student is enrolled; or
- 2) Requiring a student to wear or present a student identification card or a badge that displays information that may be directory information.

If you want to opt out of the disclosure of your child's directory information, complete the section below and return it to your child's building principal.

**SCHOOL DISTRICT
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FERPA DIRECTORY INFORMATION OPT OUT FORM

TO: Principal Name: _____ School Name: _____

RE: Student Opt Out from the Release of Directory Information

To Whom it May Concern:

_____ I object to the school or the District releasing any directory information of
_____ [print student name]

_____ I object to the school or the District releasing the following directory information of
_____ [print student name]:

I understand that once this form has been signed, I must provide prior written consent for the release of directory information.

Signature of parent (or the student, if at least 18 years of age): _____

Date: _____