

## Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed. Information about the living situation of a homeless student is not considered directory information.

\_\_\_\_\_

*Date*

This letter informs you of your right to direct the District to withhold release of student directory information for \_\_\_\_\_.

*Student's Name*

Following is a list of items that the District considers student directory information. If you wish information to be withheld, please check the box in Sections I and/or II. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

The student's name, address, school email address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational agency or institution attended by the student.

*If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent.* If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

<i>Student Directory Information Listing</i>	
<p style="text-align: center;"><b>Section I</b></p> <p style="text-align: center;"><b>Release to Third Parties other than Armed Forces Recruiters and Institutions of Higher Education</b></p> <p>(Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)</p> <p><input type="checkbox"/> The District <b>MAY NOT RELEASE ANY</b> information.</p>	<p style="text-align: center;"><b>Section II</b></p> <p style="text-align: center;"><b>Armed Forces Recruiters &amp; Institutions of Higher Education</b></p> <p>(Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)</p> <p><input type="checkbox"/> The District <b>MAY NOT RELEASE ANY</b> information.</p>

**NOTE: IF DIRECTED TO WITHHOLD A STUDENT'S NAME, GRADE LEVEL, OR PHOTOGRAPH, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC. A PARENT WISHING TO PERMIT SUCH INFORMATION ABOUT HIS/HER CHILD (NAME, PICTURE, ETC.) TO BE INCLUDED IN A SCHOOL OR DISTRICT PUBLICATION (YEARBOOK, SPORTS PROGRAM, ETC.) THAT IS SOLD FOR FUND-RAISING PURPOSES MUST PROVIDE WRITTEN CONSENT FOR SUCH PURPOSES.**

\_\_\_\_\_

*Parent/ Student Signature*

\_\_\_\_\_

*Date*

Review/Revised:10/17/2019