Family Educational Rights and Privacy Act (FERPA) – Opt Out Form

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Richland School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. **However, Richland School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary.**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised that they do not want their student's information disclosed without their prior written consent.

Richland School District has designated the following information as directory information:

- **Student's name**
- **Address/ Telephone listing**
- **Yearbook**
- **Grade level**
- **Photograph/Video/News Media**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

Please complete the section below ONLY IF YOU DO NOT want your student's directory information released. Turn this form into your student's building principal.

I, the undersigned parent/guardian(s) of _____ (first, middle, last name of student), do not consent to the disclosure of personally identifiable information contained in my student's educational record.

My student attends _____.
　　　　　　　　　　　School Name　　　　　　　　Grade　　　　　　School Year

_____
Print Parent/Guardian Name

_____　　　　　_____
Signature Parent/Guardian　　　　　　　　　　Date