



Novi Community School District
**MEDIA RELEASE and
 STUDENT DIRECTORY INFORMATION**

MEDIA RELEASE

Throughout the school year, our staff and students engage in many learning activities and opportunities. We capture these moments of excitement and enthusiasm for learning and moments of achievement through photos and videos that are showcased on social media, the district website, newsletters, and through press releases. We may also showcase their artwork and during school performances.

If, however, you would prefer not to have your child featured, please check below and fill out the Opt-Out form at the bottom of the page. Please be aware that in filling out this form, your child(ren) will not be included in any photos, videos, or articles.

- Please **do NOT** include my child(ren)'s photos, videos, achievements, artwork, or performances on social media, the district website, newsletters, and through press releases.

STUDENT DIRECTORY INFORMATION

There are a number of circumstances in which Novi Community Schools may publicly disclose basic information about students, including students' names, awards earned, and extracurricular and athletic participation. This information is known as "directory information."

The Board of Education has defined "directory information" to include a student's name; address and telephone listing; date of birth; photograph; dates of attendance; participation in School District related activities, programs, and sports; weight and height of members of athletic teams, where such information would be published; honors and awards received; and date of graduation. The district may disclose any of the above without prior written consent unless the building principal is notified to the contrary in writing.

(Please check the boxes next to the use(s) for which the District may not disclose directory information about your student). Novi Community Schools **may not** disclose my student's directory information for the following purposes:

- For school or district publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, or school newsletter.
- For school or district auto-dialer system to communicate school or district information.
- With prospective employers.
- With the any school parent organization. (PTO, Booster organizations)
- With other groups and entities outside of the school or district, including community, advocacy and/or parent organizations.

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Please **do not** release my child's name, address or telephone number to U.S. Military recruiters without my prior written consent
- Please **do not** release my child's name, address or telephone number to institutions of higher education recruiters without my prior written consent

If you have any questions regarding this policy, please contact your child(ren)'s building administrator.

Please **do not** include my child(ren) in any of the items checked above:

(please print)

Student Name _____ Bldg/Teacher/Grade _____

Street Address _____

City, State, Zip _____

Home Phone () _____ Alt./Cell Phone () _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

Please Note: Any public function such as a sporting event, music event, fundraiser, or any other event that is open to the public is exempt from opting out.