

Spring Branch ISD
101920

STUDENT RECORDS

FL
(EXHIBIT)

See the following pages for forms that may be used by the District regarding the use of student records:

Exhibit A: Parent/Guardian Permission to Publish Directory Information—2 pages

Exhibit B: Event/Notification Call-out System—1 page

Senior Staff Approved: [7/29/2019](#)

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Parent/Guardian Permission to Publish Directory Information

Student Name	Grade	Campus
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The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Spring Branch Independent School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Spring Branch Independent School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Student directory information is available to the public unless the parent/guardian restricts the release of the information. According to the Texas Public Information ACT (TPIA), Spring Branch Independent School District must release directory information promptly upon request and may not ask requestors the reason for the requested information. Per Board Policy FL (LOCAL), the written objection to the release of directory information shall be sent to the student's campus by September 1 of the current school year or two weeks after enrollment.

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

With the consent of the parent/guardian, the District shall release the name or electronic mail address of the parent/guardian to groups that are affiliated with the District and need such information to provide information/services for school-related purposes (PTO/PTA, booster clubs, District consultants, advisers, and the like).

A parent or legal guardian shall be permitted to object to the release of directory information to any requestor, while maintaining the option to approve release of such information for school or District uses only.

STUDENT RECORDS

*Unless I indicate No below I am granting permission.

Circle your preference:		
I grant permission to the release of directory information to any third party such as youth organizations, businesses, and direct marketers.	Yes	No
I grant permission to the release of directory information to military recruiters and institutions of higher education.	Yes	No
I grant permission to the release of directory information for school sponsored purposes such as student directory, yearbook, and school newspaper.	Yes	No
I grant permission to the release of my name and email address to groups affiliated with the District for school-related purposes such as PTO/PTA, booster clubs, and District consultants.	Yes	No

Printed Parent/Guardian Name:	Date:
Parent/Guardian Signature:	

EXHIBIT B

Event Notification/Call-out System

Student Name

Grade

Campus

Spring Branch uses a call-out system called SchoolMessenger to send out calls, text messages, and emails to parents for district and campus events, attendance notifications, bad weather school cancellations and emergency notifications. For parents to receive this information, Spring Branch uses the phone numbers and email addresses provided during registration. Parents have the option to **remove** a phone number from further notifications by one of the options listed below:

Option 1: To manage your notifications from the district, please see options below.

Sites to manage notifications (phone, text and emails):

Mobile Apps: [InfoCenter for iOS](#) / [InfoCenter for Android](#)

Website: <https://infocenter.schoolmessenger.com/#/home>

Option 2: Opting out of phone messages only:

At any time, while listening to a recorded phone message sent through SchoolMessenger, you may press "5" on your phone to initiate the opt-out process for that phone number. After pressing 5, you will be given 3 choices:

1. To unsubscribe from messages like these, please press 1
2. To unsubscribe from all Non-emergency messages, press 2
3. Opt-out of all phone notifications, please press 3

Option 3: You may also email the district for removal of phone numbers:
phoneoptout@springbranchisd.com

Along with the phone number to remove, please include your child's

- Name (First & Last)
- Campus
- Grade Level

I have received information on how to manage my notifications (phone, text, & email) from SBISD.

Printed Parent/Guardian Name:	Date:
Parent/Guardian Signature:	