

S-2: Optional Directory Information Opt-Out Form



REFERENCES

- [Board Policy S-2: Student Records, Privacy Rights, and Release of Information](#)
- [Administrative Procedures for Board Policy S-2](#)
- [Utah Code Ann. §53E-9-202 et seq., Student Privacy Act](#)
- [20 U.S.C. §1232\(g\), Family Educational Rights and Privacy Act, 34 C.F.R. Part 99](#)
- [20 U.S.C. §1232\(h\), Protection of Pupil Rights Amendment, 34 C.F.R. Part 98](#)

DIRECTORY INFORMATION OPT-OUT FORM

Salt Lake City School District has identified the following information as directory information:

- A. Student's name, address, and parent's telephone number and email address
- B. 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
- C. Participation in officially recognized activities and sports
- D. Height and weight of members of athletic teams
- E. Degrees, honors, and awards received
- F. Student's district identification number
- G. Dates of attendance/enrollment
- H. Grade level
- I. Most recent school attended

Places where directory information may be shared include: school social media, school-sponsored publications (i.e. yearbook, graduation program, athletic rosters, event programs, awards announcements, etc.), class/school directories, scholarship providers, etc.

If you agree to allow Salt Lake City School District to release directory information about your child, you do not need to do anything.

If you do not want your child's directory information released, you must provide written notification to your child's school principal within 20 days of enrollment. You may use this form or another form of written documentation to provide that notification. Please be aware that opting-out of releasing your child's directory information will deny the release of this information in all circumstances; parents may not select items or circumstances under which some information may or may not be released. Parents must renew their required opt-out annually.

The following forms have been created for special circumstances in which parents may also choose to opt-out of sharing their student's directory information:

- [S-2: Military and College Recruiting Opt Out](#)
- [S-2: Media Release Form Opt Out](#)

By signing and returning this form to Salt Lake City School District, I formally state that I **do not** grant permission to the District or my child's school to release directory information for my child.

School: _____

Student's Name: _____
(Please Print Name)

Grade Level: _____

REQUIRED SIGNATURE

I deny the release of my/my child's directory information as indicated above.

Signature: _____ Date: _____
(Parent, Guardian, or Eligible Student)

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.