

# S-2: Optional Directory Information Opt-Out Form



## REFERENCES

- [Board Policy S-2: Student Records, Privacy Rights, and Release of Information](#)
- [S-2: Administrative Procedures, Student Records, Privacy Rights, and Release of Information](#)
- [Utah Code Ann. §53E-9-202 et seq., Student Privacy and Data Protection 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. Dates of attendance/enrollment
- G. Current grade level and teacher
- H. Most recent school attended
- I. Yearbook photos

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 student (or you, if you are an eligible student), you do not need to do anything.**

If you do not want your/your student's directory information released, you must provide written notification to your student'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/your student's directory information will deny the release of this information in all circumstances; parents/eligible students may not select items or circumstances under which some information may or may not be released. Once an eligible student or parent has made a request to deny the release of the student's directory information, the request will be effective in successive school years, unless changed in writing by the eligible student or parent.

The following forms have been created for special circumstances in which parents and eligible students may also choose to opt-out of sharing their/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/my student's school to release directory information about me/ my student.

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.