

## Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters, unless a parent or secondary school student, regardless of age, requests that this information *not* be disclosed.

\_\_\_\_\_  
*Date*

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for \_\_\_\_\_. Following is a list of items that the District considers

*Student's Name*

student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

*If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent.* If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

<i>Student Directory Information Listing</i>	
<p><b>Section I</b> <b>Third Parties, Limited to Institutions of Higher Education &amp; Potential Employers</b> (Parent or student 18 or older may sign below to direct the District to withhold information in this section.)</p>	<p><b>Section II</b> <b>Armed Forces Recruiters</b> (Parent or secondary school student, regardless of age, may sign below to direct the District to withhold information in this section.)</p>
<p><b>CHOOSE ONE OF THE OPTIONS BELOW:</b></p> <p><input type="checkbox"/> <b>Option 1:</b> The District <b>MAY NOT RELEASE ANY</b> information listed below.</p> <p><input type="checkbox"/> <b>Option 2:</b> The District <b>MAY RELEASE ONLY</b> the information checked below.</p>	
<p><i>If you choose Option 2, check the item(s) of information listed below that the District may release.</i></p>	
<p><input type="checkbox"/> Student's name  <input type="checkbox"/> Student's address  <input type="checkbox"/> Student's school email address  <input type="checkbox"/> Student's telephone number  <input type="checkbox"/> Student's date and place of birth  <input type="checkbox"/> Student's major field of study  <input type="checkbox"/> Information about the student's participation in officially recognized activities and sports</p>	<p><input type="checkbox"/> Student's weight and height (if a member of an athletic team)  <input type="checkbox"/> Student's dates of attendance  <input type="checkbox"/> Degrees, honors and awards the student has received  <input type="checkbox"/> Student's photograph/picture  <input type="checkbox"/> Most recent educational institution attended by the student  <input type="checkbox"/> Grade level</p>
<p><i>If you choose Option 2, check the item(s) of information listed below that the District may release.</i></p> <p><input type="checkbox"/> Student's name  <input type="checkbox"/> Student's address  <input type="checkbox"/> Student's telephone number (if listed)</p>	
<p><b>NOTE: IF DIRECTED TO WITHHOLD A STUDENT'S NAME, GRADE LEVEL, OR PHOTOGRAPH, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC. A PARENT WISHING TO PERMIT SUCH INFORMATION ABOUT HIS/HER CHILD (NAME, PICTURE, ETC.) TO BE INCLUDED IN A SCHOOL OR DISTRICT PUBLICATION (YEARBOOK, SPORTS PROGRAM, ETC.) THAT IS SOLD FOR FUND-RAISING PURPOSES MUST PROVIDE WRITTEN CONSENT FOR SUCH PURPOSES.</b></p>	

\_\_\_\_\_  
*Parent/Student Signature*

\_\_\_\_\_  
*Date*  
Review/Revised:7/8/13