

Student Information Release Agreement

South St. Paul
Public Schools



NOTE TO PARENTS

This is an "opt out" form for the 2022-23 school year for parents/guardians who DO NOT want a student's name, photograph, or directory information to be included in school directories, yearbooks, on school and district websites, or in news releases. If you have no objection to your student's information and photograph potentially appearing in internal and external publications, you do not need to do anything.

If you wish to prohibit the use of your student's information and photograph, complete this form and return to your school by Friday, September 30, 2022.

LIMITATION ON DISTRICT RELEASE OF STUDENT INFORMATION

South St. Paul Public Schools recognizes its responsibilities in regard to the collection, maintenance and dissemination of students' educational records and data. District Policy 515 defines the procedures and practices for protecting the privacy of student information in accordance with state and federal law. Completion of this form is to **prohibit** the release of student directory information.

STUDENT DIRECTORY INFORMATION

Directory information regarding a student is public information under state and federal law. Directory information as defined in District Policy 515 includes, but is not limited to, a student's name, address, telephone number, email address, photograph, date and place of birth, attendance dates, grade level, participation in activities and sports, degrees and awards received, and weight/height of athletic team participants. It also includes the name, address and telephone number of the student's parent(s).

A parent/guardian may refuse to have any or all of the directory information made public by notifying the building principal in writing by **Friday, September 30, 2022** or 30 days after enrollment in South St. Paul Public Schools. Submission of the bottom of this form to the building principal satisfies this notice requirement.

PHOTOGRAPHY

As noted above, a student's photograph/image/recording is also directory information and may be released. A student may be photographed or recorded while at school or participating in school activities and events. Care is taken to ensure that the student and learning/activity/event environment is portrayed appropriately. If you choose not to have your child photographed or recorded by the district, please notify the building principal in writing by **Friday, September 30, 2022**. Submission of the bottom of this form to the building principal satisfies this notice requirement.

In accordance with District Policy 515, the above-noted designations or refusals will remain valid until the end of the 2022-23 school year. If you have any additional questions please contact your building principal.

I, as parent/guardian of the below named student(s), elect that the district is not able to disclose directory information for the 2022-23 school year. (Please select one of the following options.)

- The district MAY NOT release any directory information regarding the child(ren) listed below. This election includes the non-release of photographs/images/recordings.
- The district MAY NOT release any photographs/images/recordings of the child(ren), but MAY release directory information regarding the child.

Student's Name: _____ Grade: _____ School: _____

Student's Name: _____ Grade: _____ School: _____

Student's Name: _____ Grade: _____ School: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____