



School District 197

Student Directory Opt-Out Form

Organizations and/or any member of the public can request information about students attending West St. Paul-Mendota Heights-Eagan Area Schools (School District 197). "Directory information," as it is known, is defined by School District 197 as a student's name, date of birth, major field of study, participation in officially organized teams, weight and height as a member of athletic teams, dates of enrollment, dates of graduation or withdrawal, grade levels completed, degrees and awards, pictures of students for school-approved publications/newspapers, yearbooks, district-managed websites and district-managed social media, or for cable casts, bulletins, programs, or similar school-produced information pieces.

The district's policy complies with state and federal laws, which require the school district to release information upon request. However, you have the right to deny the release of your student's directory information, except to school officials or as provided under federal law. Please know that if you choose to keep directory information private, names will not be available for any purpose. In such cases, for example, students would not be listed in school programs, yearbooks, publicized honor roll lists, and classroom directories because these documents are considered public domain. Please note the "Opt Out Yearbook Exemption" on the form below.

To make directory information private, parents, legal guardians, or students who are 18 or older should complete this form and do one of the following by October 1, 2022:

- **MAIL:** Mail the completed form to the School District 197 District Office, Attn: Communications Department, 1897 Delaware Ave., Mendota Heights, MN 55118
- **DROP OFF:** Give it to the main office at the student's school by October 1, 2022
- **SCAN AND EMAIL:** Scan and email it to district.communications@isd197.org

Please complete one form for each student. The request will remain in effect for the 2022-2023 school year or unless modified or rescinded via the Student Directory Rescind Request Form available at your student's school. If you have any questions, please call 651-403-7008 or email district.communications@isd197.org.

2022-2023 Non-Release of Directory Information

By signing this form, I am requesting that:

School District 197 not release directory information for ANY use for the following student (including the school yearbook) except school officials or as provided under federal law

Opt Out Yearbook Exemption: School District 197 not release directory information for the following student except school officials or as provided under federal law but the student may appear in the yearbook

Student's First and Last Name: _____

Student's School (2022-2023 school year): _____ Grade (2022-2023): _____

Parent/Guardian or Student of Legal Age Name: _____

Parent/Guardian or Student of Legal Age Signature: _____

Date: _____