

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
REFUSAL TO PERMIT DISCLOSURE**

Student's Name: _____ D.O.B.: _____ Student FHSD ID _____

Parents of students and students 18 years of age or older or students who attend an institution of post-secondary education have the right to refuse the designation of any or all of the below information as directory information.

The Francis Howell School District has designated the following information contained in the educational records of its students as directory information for purposes of FERPA: student's name, student's address, student's phone number(s), parent(s)/guardian(s) e-mail, grade level, grade point average, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, grade point average, most recent previous school attended, and photographs.

A parent or student refusing to have any or all of the designated directory information disclosed is required to complete this form and designate that you are refusing to disclose directory information. Return the form to the principal of the school which the student attends.

It is important to note that by completing this form, you are refusing disclosure in all areas which include honor roll listings in the newspaper, inclusion in yearbook, buzz book, etc. Please place your initials in the space provided if you refuse to disclose directory information.

_____ **I refuse to disclose directory information**

In addition to the above refusal(s), should you not want the military to have access to information, you must place your initials in the space provided below:

_____ **Student's name, address, telephone number to military recruiters**

Other than directory information indicated above, the District will obtain a signed and dated written consent from the parent/guardian or eligible student prior to disclosure of personally identifiable information. The Francis Howell School District is authorized to disclose personally identifiable student information under the following circumstances: to school officials who have a legitimate educational interest in the records, to authorized federal and state agencies and authorities, to law enforcement officials, to Juvenile Court officials, in connection with financial aid applications, for use in authorized studies, to accrediting organizations, in response to a lawfully issued subpoena, and in a health or safety emergency.

Parent's Signature: _____ **Date:** _____

Student's Signature (if 18 or older): _____ **Date:** _____

This signed consent refusing to permit disclosure will remain effective until revoked by the parent(s)/guardian(s) or eligible student.