

**Request to Withhold Directory Information: "Opt Out" Request Form**

(This request must be made annually)

Student Last Name: \_\_\_\_\_

Student First Name and Middle Initial: \_\_\_\_\_

School(s): \_\_\_\_\_ Grade: \_\_\_\_\_

Under FERPA, an Eligible Person may request that Directory Information not be released without written consent. If such a request is received by the District, that student will be omitted and **no attempt will be made to get prior written consent** in order to include that student in response to a Directory Information request.

**If you do not want the above-named student's Directory Information released, please complete and submit this Directory Information "Opt-Out" Request Form within five (5) school days** of the start of the academic year or within five (5) days of enrollment if enrolled mid-year. Return this form to:

Learning Services Department,  
Mercer Island School District  
4160 86<sup>th</sup> Avenue SE  
Mercer Island, WA 98040

**If an "Opt-Out" Request is not received by the District on or before that date, consent to release of such information will be assumed.**

**Note:** The District cannot control the release of certain Directory Information, such as digital images or names, when students participate in school events open to the general public, including but not limited to, athletic competitions, concerts and plays.

**Please select one of the below indicating how you would like to limit the release of the above-named student's directory information. This request must be made annually.**

\_\_\_\_\_ Directory Information regarding the above-named student may not be released, except as authorized bylaw. Student will not appear in the school yearbook, public sports rosters, etc.

\_\_\_\_\_ Directory Information regarding the above-named student may not be released except that student's digital image and first and last name for the limited use in PTA yearbook and in/on District approved closed educational digital apps and platforms (e.g. SeeSaw, Schoology, Google Classroom).

\_\_\_\_\_ Directory Information regarding the above-named student may be released, except that student's digital image (e.g. the PTA may not use the above-named student's image in the yearbook, nor can that image appear on the District's website, etc.) other than as authorized bylaw.

\_\_\_\_\_ Directory information regarding the above-named student may be released except to military recruiting agencies (applies to 9-12 graders only).

Eligible Person\* Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

\* Parent/Guardian/student 18 years of age or older