

OPTIONAL: Use this sample letter to create your own FERPA opt out letter ONLY IF YOU UNDERSTAND what it means to opt out your student under FERPA, i.e. no yearbook picture, no name or image used in school or district directories or publications, etc.

Sample FERPA opt-out letter

Parents must submit to their student's principal by Sept. 15 of each year—the previous year's letter will not carry over

DATE: _____

RE: FERPA DIRECTORY INFORMATION

Dear Principal,

As allowed by the Family Education Rights and Privacy Act, I request that neither my school nor the Issaquah School District release any personally identifiable information from my child(ren)'s education records without my written consent.

Child's Name(s):

Sincerely,

Parent Signature

Parent Printed Name

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<https://www.isd411.org/about-us/legal-notice/ferpa>

Revised on January 2023