

# Permission to Withhold Student Directory Information



The **Family Educational Rights and Privacy Act (FERPA)** mandates that Northshore School District, along with other educational agencies, protect the confidentiality of student education records. According to FERPA, our district must obtain consent from a student's parent or legal guardian (or the eligible student\*) before disclosing education records.

However, it's important to note that FERPA includes an exception to the consent requirement. *This exception allows Northshore School District to disclose directory information about your student without obtaining consent*, as described in [Board Policy 3250](#), and when there is a legitimate educational purpose for doing so. (Northshore does not release directory information for commercial or fundraising purposes.)

To ensure transparency and convenience, Northshore School District has created this form to notify you about the directory information exception. It also provides an opportunity for parents, legal guardians, or eligible students to request Northshore withhold their directory information from some or all outside organizations or to indicate they would like Northshore School District to cancel or update any prior requests to do so.

## **Directory Information includes the following:**

- Student's name, address, telephone number
- Email address
- Photograph and audio/video depiction
- Student's projects/artwork
- Date of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended

**Please note that this form does not cover public events where media may be present outside of school hours, such as concerts, athletic activities, fairs, etc.**

**This form should be submitted at [www.nsd.org/resources/reference/frequently-requested-forms](http://www.nsd.org/resources/reference/frequently-requested-forms) or printed and sent to your student's school office on or before October 15 of the current school year.** Once you make a request to withhold your student's directory information by law we must honor your choice unless you request otherwise. Requests to withhold student directory information will ONLY be honored from the most recent request we have on our records. If you later wish to cancel or change a previous request, return to this form and choose the option that matches your new request and resubmit this form. (You can also change your request in person at your child's school.)

Your permission to withhold directory information request will remain on your student's record throughout their years in Northshore. Families will be notified of the opportunity to submit this form annually. The district will honor your request to withhold the information as listed. Should you initially decide to withhold Student Directory Information, you may authorize the cancellation of your request at any time during the current school year.

**Please use one form for each child in your household.** This form is available online or may be printed and sent to your student's school.

# Permission to Withhold Student Directory Information

**Only complete and return this form if desired as described below.**



Student Directory Information (defined on the reverse side) may be released to requestors pursuant to Board Policy 3250. If you wish to **withhold** or limit permission to release this information, please submit the form electronically at [www.nsd.org/resources/reference/frequently-requested-forms](http://www.nsd.org/resources/reference/frequently-requested-forms) or print and **complete this form by checking one of the options below**. Sign the form and return to your student's school. Complete a separate form for each student. Unsigned or undated forms will not be processed.

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Student's School \_\_\_\_\_

## Choose only 1 of the following 3 options:

- I want my student's Directory Information **withheld from everyone and everything; opt out of everything.**

**Please read carefully:** Selecting this option means that your student's Directory Information **will not be shared** with any person, entity or organization. The district would be unable to release your student's Directory Information for school directories (including the PTA directory); student annuals and yearbooks; commencement and athletic programs and events; district and school websites, publications, media/social media communications, school support organizations; and similar purposes. This includes both in-person and virtual instruction and events.

- I want my student's Directory Information **withheld only when responding to requests from outside organizations.**
- This means only district or district-directed use of Student Directory Information is permitted, which includes:
    - Student Annuals and Yearbooks
    - Commencement and Athletic Programs and Events
    - Student images (photo/audio/video) and student's work for district and school websites, publications, media/social media communications; and/or similar purposes. This includes both in-person and virtual instruction and events.
    - Your student's directory information **will not be released** to PTSA, Northshore Schools Foundation, Recognized School Booster Clubs, Parent Advisory Boards, or **any outside organizations.**
- I want my student's Directory Information **withheld only when responding to requests from outside organizations other than School Support Organizations as defined by Board Policy 4210.**
- This means that district or non-district directed use of Student Directory Information is permitted, as described in the option above; and
  - Student Directory Information **may be** shared with the following School Support Organizations as defined by Board Policy 4210:
    - PTSA (includes the PTA directory)
    - Northshore Schools Foundation
    - Recognized School Booster Clubs and Parent Advisory Boards
  - Your student's directory information will not be released to any other outside organizations or individuals.

**When students reach high school**, Northshore may disclose student directory information to the military and post-secondary educational institutions. Use the checkboxes below to indicate if you would like this withheld. If your child is not yet in high school, this selection can be revised in future years. (You may choose more than one):

- I want my student's Directory Information withheld from the military.
- I want my student's Directory Information withheld from post-secondary educational institutions.

## Cancellation:

- I **cancel** all previous requests to **withhold** permission to release Student Directory Information this school year as of the date below and authorize it to be released consistent with FERPA and District policy.

\_\_\_\_\_  
Signature of Parent / Guardian / Student if 18 years or older

\_\_\_\_\_  
Date