

Directory Information: Opting Out of Its Release

A federal law called the Family Educational Rights and Privacy Act (FERPA) gives schools and school districts the authority to release directory information about students unless requested that information not be released (Information is not released for commercial purposes).

The Edmonds School District uses the following definition:

Directory Information – is defined as the student’s name, photograph, school, grade, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended.

The Do Not Release Directory Information form may be completed by a parent, guardian or a student over 18 years of age (eligible student). If you check “NO” for an item on the Do Not Release Directory Information form, we will not release the information you specified. When we are asked for “directory information” about a student, we release only the information needed for the particular purpose.

1. DIRECTORY INFORMATION FOR PUBLICATIONS AND NEWS MEDIA

When a student wins an honor or is working on an exciting project, we may want to write about it and use the student’s photo or show the student’s work in some of our district publications, websites, on display at an administration building and/or tell the news media about the achievements. By not releasing any directory information in this section means that a student will not be mentioned in the school yearbook, in school newsletters and may jeopardize participation in sports.

2. DIRECTORY INFORMATION FOR MILITARY AND COLLEGES (applies to high school students only)

The military and institutions of higher learning request high school students’ directory information, and by federal law we must include students’ addresses and phone numbers. We provide that information on or about October 15 each year to these groups. If you check “NO” in section 2 on the form, and if we receive your form by the first Friday in October, we will not release your student’s directory information. If your student’s form is returned after the first Friday in October, be aware that we may have already released your student’s information.

3. RESUBMIT WITH CHANGES

Do Not Release Directory Information form will be electronically recorded and will not change through a student’s career in the district. If you’d like to make changes to a previously completed form, use the same form and write “YES” or “NO” in the sections you’d like changed.

School Board Policies and Procedures are available online at bit.ly/ESDboarddocs

- Board Policy 3231 - Student Records
- Board Policy 3231P - Procedure-Student Records

For more information about directory information, call Communications at 425-431-7000