

## Notice Concerning Release of Student Directory Information and Release to Military Recruiters



The **Family Educational Rights and Privacy Act (FERPA)** protects your student's personally identifiable information, such as education records, from being disclosed without your consent.

But the law allows North Thurston Public Schools to disclose what they call "directory information" without your consent. We do not release ANY mailing or other lists of contact information of individuals for commercial purposes. In addition, for students in grades 9-12, a separate "opt out of release of directory information" only for requests from United States military recruiters is provided by law, as explained below.

### What is Student Directory Information?

- Student name, address, and telephone numbers (unless identified as unknown);
- Any photographs/video of your student;
- Participation in officially recognized activities and sports;
- Weight, height, grade level of athletic team members;
- Dates of attendance;
- Degrees, honors, and awards received;
- Schools previously attended.

### Where do we use this Directory Information?

Examples include:

- Yearbooks;
- District social media posts;
- District websites;
- Videos, including release of District-created videos to local media;
- Sport teams news reports and other coverage, including rosters
- My TRL (online-only Timberland Library Card) [www.mytrl.org](http://www.mytrl.org)

### What if I don't want this information released?

You must submit a letter to your child's school, each school year, by October 1<sup>st</sup>, to have your student's Directory Information not released, including in the examples listed above. Each letter is good for one school year. If you enroll your child after September 20, you must submit the letter within 10 calendar days after enrollment.

### Please note!

Even for students with no FERPA opt-out letter on record, NTPS employees will exercise their best judgement when releasing directory information and seek parent/guardian permission for situations that would generally be considered outside the realm of typical school-related activities or news. Also, the District cannot control the release of certain directory information – such as photographs/images or names – when students participate in school events open to the public such as sports.

## Sample FERPA Opt-Out Letter

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.

**Date:**

**RE: FERPA Student Directory Information Opt-Out**

As allowed by the Family Education Rights and Privacy Act (FERPA), I request that neither my school nor North Thurston Public Schools release any personally identifiable information from my child's records.

I understand this does include yearbooks, social media posts, and website posts.

**Child's Name:**

**Child's Grade:**

**School Name:**

**Current School Year:**

**Signature and printed name of Guardian/Parent**

*Please sign and return your letter to your student's school via mail or email (PDF – must be signed) no later than dates provided above!*

**SAMPLE Military Recruiter Opt Out Letter**  
***For Parents of Secondary Students or 18 or Older Students in Grades 9-12 Only***

Additionally, the federal **Elementary and Secondary Education Act\*** requires secondary schools to provide a list of student names, addresses and telephone numbers to military recruiters. Parents have the right to request that their child's name be omitted from that list.

*Note: Writing an opt-out letter does not prohibit the military from gathering student information from other non-school sources or from having military recruiters speak with your student when on campus.*

\*These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

Use this sample letter to create your own Elementary and Secondary Education Act opt out **ONLY IF YOU UNDERSTAND** what it means to opt out your student under ESEA (omitting your child's name from a list of student names, addresses and telephone numbers to military recruiters).

**Date:**

**RE: ESEA Student Information Opt-Out to Military Recruiters**

**Child's Name:**

**Child's Grade:**

**School Name:**

**Current School Year:**

**Signature and printed name of Guardian/Parent, Date**

*Please sign and return your letter to your student's school via mail or email (PDF – must be signed) no later than dates provided above!*