



Request to Restrict Privacy Information

Federal and Ohio laws prohibit Cincinnati Public Schools (CPS) from publicly releasing information about our students, except for designated "Directory Information." Per Board Policy No. 8330, **CPS defines Directory Information as the following:**

A student's name, school, grade level, parent-guardian's name, home address, telephone number, email address, participation in officially recognized activities and sports, and awards received

Under Ohio public records law, CPS is required upon request to provide the above Directory Information to any member of the public who requests it. CPS' primary purpose for releasing Directory Information is to highlight students' accomplishments.

If you agree that CPS may release Directory Information on your child, you do not need to return this form and no further action is needed.

To tell CPS to keep your child's Directory Information private: Parents, legal guardians, or students aged 18 and older may refuse to allow CPS to release Directory Information by checking the box, or boxes, below and returning this form to the school by the end of September.

General Public Release: (including to news media, potential employers, colleges and universities, etc.):

CPS **may not** release Directory Information about my child.

Military Recruiters:

Per federal law, CPS must release the names, addresses and telephone numbers of high school students to military recruiters, unless the parent, legal guardian, or student aged 18 and over specifically objects.

CPS **may not** release my child's name, address and phone number to military recruiters.

Student's Last Name: _____ First Name: _____

Student's Birth Date: _____
Month / Day / Year

School: _____ Grade: _____ Home Room: _____

Please check one:

I am the student, and I am 18 years of age or older.

I am the parent or legal guardian of the student, and the student is under 18 years of age.

Name (**Please Print**): _____

Signature: _____

Date: _____

Parents/guardians and/or eligible students who believe their rights under the Federal Education Rights and Privacy Act (FERPA) have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605. www.ed.gov/offices/OM/fpco.

Informal inquiries may be sent to the Family Policy Compliance Office via e-mail: FERPA@ed.gov

Reviewed 6/2019