



# PORTLAND PUBLIC SCHOOLS

## List of Potential Disclosures of Directory Information and Opt-Out Form



The Board may disclose appropriately designated “directory information” without written consent, unless the parent or adult student advises the Board to the contrary by filling out, signing and returning this form to the District.

The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. The following is a list of uses for which the District commonly would disclose a student’s directory information:

|                         |  |
|-------------------------|--|
| Yearbook                | School Awards                            |
| Website/Social Media    | Honor Rolls/Academic Lists               |
| Drama/Music Productions | Athletic Programs/Sports Activity Sheets |
| Graduation Programs     | Newsletters                              |
| Class Lists             | School Publications                      |

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s or adult student’s prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories; names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student’s information disclosed without their prior written consent.

The district has designated the following information about each student as “directory information”:

- A student’s name;
- Major field of study;
- Participation in officially – recognized activities and sports;
- Height and weight, if a member of an athletic team;
- Dates of attendance;
- Date of graduation;
- Awards received;
- Honor rolls;
- Scholarships; and
- School photographs or videos of students participating in school activities; events or programs.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of their information in some or all circumstances by filling out, signing and returning the Opt-Out Form or notifies the School in writing within 14 days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

**If you elect to opt-out of the above, please sign below, and return to the office of your child’s school.**

\_\_\_\_\_

Student Name

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

**P**repared **R**espectful **I**n Control **D**etermined **E**ngaged