

# Student Information Release Agreement

## NOTE TO PARENTS

This is an "opt out" form for the 2024-25 school year for parents/guardians who DO NOT want a student's name, photograph, or directory information to be included in school directories, yearbooks, on school and district websites, social media, or in news releases. If you have no objection to your student's information and photograph potentially appearing in internal and external publications, such as the SixTimes newsletter, social media, and the district's websites you do not need to do anything.

If you wish to prohibit the use of your student's information and photograph in any capacity, please read through and complete this form.  
**Return to your student's school by Friday, September 27, 2024.**

## LIMITATION ON DISTRICT RELEASE OF STUDENT INFORMATION

South St. Paul Public Schools recognizes its responsibilities in regard to the collection, maintenance, and dissemination of students' educational records and data. Businesses, organizations, and/or any member of the public can request information, known as "directory information," about students attending South St. Paul Public Schools. District Policy 515 defines the procedures and practices for protecting the privacy of student information in accordance with state and federal law. Completion of this form is to prohibit the release of student directory information.

## STUDENT DIRECTORY INFORMATION

Directory information regarding a student is public information under state and federal law. Directory information as defined in District Policy 515 includes, but is not limited to, a student's name, address, telephone number, email address, photograph, date and place of birth, attendance dates, grade level, participation in activities and sports, degrees and awards received, and weight/height of athletic team participants. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data, such as social security number, student ID, or data that references religion, race, color, social position, or nationality.

A parent/guardian may refuse to have any or all of the directory information made public by notifying the building principal in writing by the date listed above or 30 days after enrollment in South St. Paul Public Schools. Submission of the bottom of this form to the building principal satisfies this notice requirement and will remain valid until August 1, 2025. At which point you will need to submit a new agreement for the 2025-26 school year.

## PHOTOGRAPHY

As noted above, a student's photograph/image/recording is also directory information and may be released. A student may be photographed or recorded while at school or participating in school activities and events. Care is taken to ensure that the student and learning/activity/event environment is portrayed appropriately and that student's last names do not appear in photos. If you choose not to have your child photographed or recorded by the district, please notify the building principal in writing by the date listed above. Submission of the bottom of this form to the building principal satisfies this notice requirement and will remain valid until August 1, 2024.

**In accordance with District Policy 515, the above-noted designations or refusals will remain valid until August 1, 2025.** At which point you will need to file a new agreement form for the 2024-25 school year. If you have any additional questions please contact your student's building principal.

I, as parent/guardian of the below named student(s), elect that the district is not able to disclose directory information for the 2024-25 school year. (Please select one of the following options.)

- Keep directory information/photos/images/recordings regarding the child(ren) listed below private except for use in yearbooks, school/athletic/activity programs, and class photos.
- Do not release any directory information/photographs/images/recordings of the child(ren) listed below except to school officials or as provided under federal law. I understand my student will not appear in yearbooks, school/athletic/activity programs, or class photos.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_