

Directory Information and Military Recruiter Opt-Out Form

The District does disclose "directory information" without written consent, unless you have advised the school to the contrary (see below). The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications or to entities that provide school related services. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members;
- School directories published by parent-teacher associations
- Newspaper or Broadcast
- Media stories or photos

"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 prior written consent. Outside organizations include, but are not limited to, companies such as those that manufacture class rings or publish yearbooks, companies that produce school photographs, or charitable organizations. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

Recruiters (college or military) shall not solicit personal information from students who do not approach them, nor shall they distribute materials to students who do not approach them. If you do not want Tigard-Tualatin School District to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing within 15 days of receiving this information.

You may EITHER indicate that you do not want your school to disclose any directory information OR that you do not want your students information released to military recruiters."

"Tigard-Tualatin School District has designated the following directory information:"

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received Birthday
- Major field of study Dates of attendance
- Grade level
- The most recent educational agency or institution attended."

The complete Family Educational Rights and Privacy Act (FERPA) can be viewed in the Student Rights and Responsibilities Handbook, page 44.

Directory Information Opt-Out
Military Recruiter Opt-Out

Student name (Please Print)

School and Grade

- I do not want ANY “directory information” released to ANY entity (see back of page for explanation of directory information).
- I do not want my child’s name, address or telephone number released to **military recruiters**.

Parent/guardian signature

Date

If you *do not* want your child’s information released, this form must be provided to your school within 15 days of registering your child or receiving the Student Rights and Responsibilities Handbook.

You may provide this “opt-out” information form after that time, but the school district is not responsible for releases prior to receiving this form.