

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!