SUMNER-BONNEY LAKE SCHOOL DISTRICT

A GREAT PLACE TO LEARN.

DIRECTORY INFORMATION WITHHOLDING FORM

Student records are private by law
Federal law prohibits school districts from releasing information found in student files without parent/guardian permission, except for what is called directory information. Directory information may be released under the Family Educational Rights and Privacy Act of 1974 (FERPA). The district does not release directory information for commercial purposes.

Parents can tell the school and district to keep directory information private
Parents of students under age 18 and students who are over 18 have the right to tell the school district and its schools to keep directory information private.

What is directory information?
Directory information includes:

Name	Dates of Enrollment (dates of attendance/recent or previous schools)
Home address	Student ID
Photographs	Network User ID
Telephone number(s)	Email addresses
Birthdate	Degrees and awards received
Parent/guardian names	Participation in officially recognized activities and sports
Grade level	Weight and height of members of athletic teams

Keeping directory information private
If you complete the *SBLSD Directory Information Withholding Form*, your student's directory information **will not be disclosed to outside organizations, the military, or any institutions of higher education or used in any communication that could reach the public or media.**

For example:

- A press release or media story (newspaper, radio or television) on an award, play or class project
- District newsletter to all parents and/or staff
- Publications directed at district staff members
- Video shown to teachers from other schools within the district
- School video shown at a school board meeting open to the public
- Student or PTSA directory
- School yearbook
- Graduation program
- School newsletter
- The school's website, district website or social media
- Military recruiters' rosters
- Email mailing lists for PTSA communications

If you do not want your student's directory information released, please complete and sign the Directory Information Withholding form and return it to your child's school or District Office.

This form needs to be filled out at the beginning of each school year.
Questions? Contact District Registrar at (253) 891-6000.

If you wish to allow the district to release directory information, you do not need to complete this form.

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If you will allow the district to release directory information, you do not need to complete this form.

If you do not want the school and district to release your student's directory information OR photo, submit this form to your child's school or the District Registrar at the start of the current school year, even if you submitted a form last year.

Please use one form for each student in your household. Additional forms are available on the district website or at your student's school.

Should you decide to ask the district to withhold information from public release or district use, please remember the district will not release or publish any information on your student for any reason.

Please print:
Student's First Name _____ **Student's Last Name** _____

Student's School _____ **Grade** _____

I want the school district to keep my student's directory information private: Directory information includes: name, dates of enrollment (dates of attendance/ recent or previous schools), home address, student ID, photographs, network user ID, telephone number(s), email addresses, birthdate, degrees and awards received, parent/guardian names, participation in officially recognized activities and sports, grade level, and weight and height of members of athletic teams.

☐ **FERPA withhold from release:** Do not release my student's DIRECTORY INFORMATION (as defined on page 1) to any outside entity. I understand this exemption will exclude my student's name from publications including, but not limited to, parent organization mailing lists, the school yearbook, programs for school activities, graduation programs, honor rolls, or other information in the school and local newspapers or media for the current school year.

☐ **PHOTO ONLY withhold from release:** Do not release my student's PHOTO to any outside entity. I understand this exemption will exclude my student's photo from publications including, but not limited to, the school yearbook, and publication in the school and local newspapers or media for the current school year.

☐ **MILITARY withhold from release:** Do not release my student's information to military recruiters.

☐ **HIGHER ED withhold from release:** Do not release my student's information to institutions of higher education. **Parents/guardians of students in grades 9-12**: Do not release parent/guardian phone number, email address or mailing address to the Office of Superintendent of Public Instruction for the purpose of higher education per RCW 28A.150.515 and RCW 28B.10.041.

I am:

- The parent/guardian with educational decision-making authority for a student in the Sumner-Bonney Lake School District (SBLSD) or
- An 18-year old or older student with educational decision-making authority for myself.

The SBLSD will withhold directory information for (name of student)_____.
My printed name below constitutes my signature and agreement.

_____ _____
Signature Month, Day, Year

If you will allow the district to release directory information, you do not need to complete this form.