



**SALINAS CITY ELEMENTARY SCHOOL DISTRICT  
DENIAL OF PERMISSION FORM  
Directory Information Opt-Out 2024-2025**

The Family Educational Rights and Privacy Act (also known as “FERPA”) is a federal law that protects the privacy of educational records and is described in Board Policy 5220. The 2024-25 Annual Notification of FERPA Rights is published on the District’s website (www.salinascityesd.org) and is located under the Technology & Innovation departments tab. A copy of the Notice may also be obtained by contacting the Department of Technology & Innovation at 831-784-2263.

The 2024-25 Annual Notification contains information on the use and disclosure of a student’s educational records, access to records, information that may be disclosed without parental consent and how to opt out of disclosure of information. The following is a summary only of some of the information in the 2024-25 Notice:

FERPA allows each school district to establish its own list of information that can be released without parental consent. SCESD has designated items of “directory” information that may be disclosed without consent; those items are contained in the checklist under Option 2, below.

Please check ONE of the following: Please complete one form for each student you wish to exempt.

- Option 1** I choose to opt out of release of ALL Directory Information for the 2024-25 school year.

I understand that by choosing this option, I am declining to have any of this student’s Directory Information disclosed in any manner. This means that this student’s Directory Information will not be included in any school yearbook, school programs (including athletic, music, and other performance programs as well as graduation programs), and honor/achievement lists, resulting in the exclusion of the student from school publications.

- Option 2** I choose to opt out of the release of only the following items of Directory Information for the 2024-25 school year.

The items of Directory Information checked below are those that I do not want released (Check all that apply):

- Student’s name, home address, home telephone number, and school email address
- Photographs/video/film of students when recorded by the District for educational purposes or promotional use, and when recorded by news media, including use of student photographs in District publications, on District social media and the District’s website, and release of yearbook photo upon request by news media
- Date and place of birth
- Date(s) of student enrollment/unenrollment in District, enrollment status, and grade level
- Participation in officially recognized activities and sports
- Newsletters
- District-sponsored websites
- District/school/classroom social media
- Honors and awards received
- The most recent school or school district attended by the student prior to SCESD

This Denial of Permission form is effective only for the 2024-25 school year. I understand that if I wish to opt out in any other school year, I must submit a separate Denial of Permission form for each additional school year.

Student’s Full Name: \_\_\_\_\_

Student’s School: \_\_\_\_\_ Grade: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be returned no later than one month from the date of enrollment.** If submitted after one month from the date of enrollment, the form will be accepted; however some Directory Information may have already been submitted for printing and/or dissemination that cannot be changed or removed.