Steps to Take If ICE Agents Arrive

1. Greet the agent(s) professionally and request identification.
2. Review documentation (e.g., warrant).
3. Notify the building principal, SRO and district office immediately.
4. Keep agents in a private area (e.g., principal's office) while leadership and legal counsel review documentation.
5. Document everything: Date, time, agent names/titles, student information requested, etc.
6. Take their name and contact information. Inform them we will make contact when the requested items are available for pick up.

FERPA and Records Requests

- Schools must respond to student record requests within 10 business days.
- ICE agents need a judicial warrant, subpoena or court order for access to records beyond Directory Information.

  Note: Directory Information is name and address and requires a request for student information within 10 days of the request.
- Parents must be notified before releasing records unless prohibited by law.

Types of Warrants:

Judicial Warrant:
- Issued by a judge/magistrate.
- Must include:
  - Court's name
  - Judge's signature
  - Address to be searched
  - Specific execution time

Administrative Warrant:
- Issued by ICE or DHS.
- Does not authorize entry into private areas (e.g., classrooms, offices) without permission.

Please provide this statement to concerned parents:
We want to assure parents that all students have the right to a safe and supportive learning environment. Schools follow policies that protect student rights and privacy, and immigration enforcement actions are generally not allowed on school grounds. Your child's safety and education remain our top priority.

Directory Information Opt Out

In response to several inquiries regarding the disclosure of student information to third parties, we would like to remind you of your right to opt out of the release of directory information, including but not limited to the student's name and address. Please use this form to opt of providing directory information.

I am requesting that my child's directory information not be shared with any third parties. As per the Family Educational Rights and Privacy Act (FERPA), I am exercising my right to opt out of the disclosure of my child's name, address, and any other directory information to third parties, including but not limited to external organizations, military recruiters, and colleges.

Student Name: _____

Grade: _____

Please ensure that my child's information remains confidential and is not disclosed without my explicit written consent. I would appreciate a written confirmation acknowledging receipt and implementation of this request.

Thank you for your prompt attention to this matter. Please feel free to contact the school if you require any additional information.

If you choose to opt out of release of directory information, please check the box and sign below.

☐ _____ _____

Parent Signature Date