



## SANTA FE INDIAN SCHOOL

### FERPA DIRECTORY INFORMATION OPT-OUT FORM

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Student Name: \_\_\_\_\_ Pueblo/Tribe: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

#### **NOTICE OF DIRECTORY INFORMATION**

In accordance with the Federal Educational Rights and Privacy Act (FERPA), a student's education records are maintained as confidential by the Santa Fe Indian School. The law requires that Santa Fe Indian School not disclose personally identifiable information from a student's educational records to the public without parent/guardian written consent, except to those having a legal right to the information including federal auditors, those having oversight responsibilities, circumstances regarding health and safety, emergencies or similar entities. However, Santa Fe Indian School is allowed to release "Directory Information" without obtaining the prior consent of the parent. Directory Information is information that is generally not considered harmful or an invasion of privacy if released. It may be used for the following school purposes: the annual yearbook, honor roll or other recognition lists, promotion and/or graduation programs, and program or sports activity rosters. Santa Fe Indian School considers Directory Information to be those items of information listed below in this form. If you **DO NOT** want Santa Fe Indian School to release your child's directory information without your prior consent, you may choose to "Opt-Out" of this FERPA exception by signing the form below and returning the signed form to Admissions. Directory Information of a student who has a FERPA Opt-out Form on file will remain flagged until the parent/guardian provides a written request to Admissions for the flag be removed.

**TO: The Office of Admissions**

I request the **withholding** of the following personally identifiable information that the Santa Fe Indian School has identified as Directory Information under FERPA. I understand that upon submission of this form, the information checked cannot be released to third parties without my written consent or unless Santa Fe Indian School is required by law or permitted under FERPA to release such information without my written consent.

**CHECK ALL BOXES THAT APPLY**

ALL INFORMATION IDENTIFIED BELOW

- |   |  |
|---|--|
| <input type="checkbox"/> Student's Name   | <input type="checkbox"/> Address             |
| <input type="checkbox"/> Photograph   | <input type="checkbox"/> Grade Level         |
| <input type="checkbox"/> Awards & Honors Received   | <input type="checkbox"/> Dates of Attendance |
| <input type="checkbox"/> Participation rosters in officially recognized activities and sports |  |

I verify that I am the parent or legal guardian or eligible student (at least 18 years of age)

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