Sample FERPA Opt-Out Letter

Use this sample letter to create your own FERPA opt-out letter.

Date:
Re: FERPA Student Directory Information Opt-Out

As allowed by the Family Education Rights and Privacy Act (FERFPA) I request that neither my child's school or Richland School District Two not release the following directory information about my child…

In the administrative rule for Board Policy JRA Students Records, Richland Two defines directory information as a student's: name, address, photographs including electronic images (as related to school or district-sponsored events, activities and special recognitions), participation in officially recognized activities and sports, weights and heights of members of athletic teams, diploma or certificate and awards received, and other similar information.

Child's Name:
Child's Grade:
School Name:
Current School Year:

Printed Parent/Guardian Name
Parent/Guardian Signature

Please sign and return to:
Senior Chief Communications Officer Darci Rush
Richland School District Two
124 Risdon Way
Columbia, SC 29223
or darush@richland2.org

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