

10.0 FORMS

10.01 FERPA DIRECTORY INFORMATION OPT-OUT

FERPA Directory Information Opt-Out Form **For All Students**

Complete this form to exercise your right to privacy

The District has designated a student's name, address, email address, telephone number, date and place of birth, information about the student's participation in officially recognized activities and sports, student's weight and height (if a member of an athletic team), student's dates of attendance, grade level, honors and awards, photograph (excluding video records but will result in student's photo and information being excluded from the school yearbook unless the Yearbook section is completed below), and major field of study as "directory information", which means under the Family Education Rights and Privacy Act ("FERPA") that this information can be released without your consent. If you do not want this information released to people requesting directory information, the parent/guardian or eligible student (18 years of age or older) must sign this form and return it to the school office within one month after enrollment. This opt-out request will remain in effect for the current school year only. Information about the living situation of a homeless student is not considered directory information. I hereby exercise my rights under state and federal law and hereby request that the name, address, email address, telephone number, date and place of birth, information about the student's participation in officially recognized activities and sports, students weight and height (if a member of an athletic team), students dates of attendance, grade level, honors and awards, photograph (excluding video records), and major field of study for _____ (student name), currently a student at _____ (school name), not be released without prior written consent.

I understand and acknowledge that this opt-out request will remain in effect for the current school year only. I understand it will exclude my student from publications such as photo/directory information and that my student's information will not be published in any form including District publications such as playbills, yearbooks, websites, newsletters, newspapers, etc.

Signed by (check one.): _____ eligible student _____ parent/guardian

Signature

Name (please print)

Address

City/State/ZIP

YEARBOOK EXCLUSION

I have chosen to opt-out of FERPA as designated above but would still like for my student's picture and relevant information to be included in the school's yearbook.

Signed by (check one.): _____eligible student _____parent/guardian

Signature

Name (please print)

Address

City/State/ZIP