STUDENT DIRECTORY INFORMATION
FERPA OPT-OUT FORM

Sign and return ONLY if opting out

STUDENT LAST NAME: _____ STUDENT FIRST NAME: _____

GRADE: _____ SCHOOL: _____ DATE: _____

The Francis Howell School District, under the federal Family Educational Rights and Privacy Act (FERPA), may disclose student "directory information" without written consent, unless parents/guardians have advised the District to the contrary in accordance with District policies and procedures. If you DO NOT want your student's directory information, images, recordings, etc. released, you MUST return this completed form to your child's school by September 1 or within 10 days of new student enrollment. Opt-out selections will carry over from year-to-year. You must notify the District in writing if you wish to revoke or change the opt-out(s) selected on this form.

DIRECTORY INFORMATION

The Francis Howell School District in Board Regulation 2400 designates the following student information as Directory Information for purposes of FERPA: student's name, student's address, student's phone number(s), parent(s)/guardian(s) e-mail, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, grade point average, most recent previous school attended, and photographs.

_____ **LIMITED OPT-OUT: Do not share my child's Directory Information with non-school affiliated third parties, except as required or permitted by law, without my written consent.** This option protects students' Directory Information from third party individuals and organizations who are not school affiliated as described in Board Regulation 2400, while still allowing students to be recognized in their school yearbook and other such publications. As outlined in Board Regulation 2400, school affiliated organizations and activities include District programs and activities directly related to students (e.g., yearbook, buzz book, graduation programs, sports programs, playbills, school fundraisers, and other school and District publications and websites/webpages), as well as school affiliated third parties providing direct support to District programs and activities, including, but not limited to: PTOs; booster clubs; school photography and yearbook vendors; graduation companies (for cap and gown, class rings, graduation announcements, etc.); and, organizations offering post-secondary opportunities. School affiliated organizations do not include political action or advocacy groups, individual members of the public without a school-related purpose, employee groups and labor organizations, and other companies who wish to access directory information for sales or marketing purposes.

_____ **FULL-OPT OUT, INCLUDING FHSD SOCIAL MEDIA AND YEARBOOK. Do <u>not</u> share my child's Directory Information with anyone, other than as required or permitted by law, without my written consent. Do <u>not</u> post pictures or videos of my child on District or school websites, social media channels, or in print or digital publications, including the school yearbook.** I understand that my child will not be included in the school yearbook or other publications that are typically made public such as graduation programs, honor roll and other recognition lists, scholarship and honors nights, sports, activity and theatrical programs, and team pictures. I also understand that this means exclusion of my child's name, address and phone number from the school directory or buzz book, from other documents relating to school-affiliated organizations and activities, and from disclosure to county agencies. Finally, I understand this means that my child will not appear in any District or school publications, websites or social media. This denial does not apply to images/videos of students in public areas of the school property or at school-sponsored events and competitions where cameras are permitted, or a student's work or performance incorporated into a greater body of work (such as a collage of student artwork or a theater or choir performance). Other students, parents, community members and news media may record/photograph/film at events and publicly share this information. By choosing to have their children participate in such activities and programs, parents/guardians are agreeing to this condition. News media access to nonpublic locations and events, such as inside a classroom, will follow established guidelines.

_____ **MILITARY OPT-OUT: *(High School students only)* Do <u>not</u> share my child's Directory Information with military recruiters.** Federal law requires that high schools provide military recruiters access to Directory Information, specifically names, addresses and phone numbers of high school students, unless the parent or eligible high school student (age 18+) specifically denies the access.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

STUDENT SIGNATURE (IF 18 OR OLDER): _____ **DATE:** _____

PLEASE NOTE: Opt-out selections will remain in place each school year. You must notify the District in writing if you wish to revoke or change the opt-out(s) selected on this form.

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OFFICE USE ONLY - PLEASE DO NOT WRITE IN THIS AREA

COMPLETED FORM RECEIVED BY: _____ **DATE:** _____

ENTERED INTO IC BY: _____ **DATE:** _____

Revised 8/25/25