Office Use Only: Paste Label Here

FEDERAL WAY PUBLIC SCHOOLS

REQUEST TO RESTRICT STUDENT DIRECTORY INFORMATION

You DO NOT need to complete this form if you agree to the release of your student's name, photo, or other information for the uses described below. If you do not return this form, or if you leave a box empty, Federal Way Public Schools will assume we have your permission to use your child's information as described below.

Online instruction for class work (1)
Your child's name and personal identity number may be used to create an account for your child to use for online instruction programs at school.
If "NO," check this box: ☐

School publications such as graduation programs, yearbooks and annuals (3)
Your child's name and image may be used in the student yearbook, school newsletter and other school publications.
If "NO," check this box: ☐

District publications, website, and news media (2)
Your child's name; honors or awards received; and video, photo or other image may be provided to news media and published in district and news publications, on the district website and social media pages, and in other electronic or other media.
If "NO," check this box: ☐

Student contact information for certain outside organizations (4)
Your child's name, address and your home phone number may be released to organizations that are not part of the district, including PTSAs, and colleges.
If "NO," check this box: ☐

Student Name	Student ID Number
School	Grade

Official Use Only: Date Received

Parent/Guardian Signature, or Student if 18 years or older Date

EXPLANATION:

(1) **If you say "NO" to online instruction for class work,** we may not be able to set up an account for your child with organizations that provide on-line instruction to our students. This may affect participation in some learning activities.

(2) **If you say "NO" to district publications, website, and news media,** your child's name; video, photograph or image; awards received, diplomas or other accomplishments and recognition; participation in specific classes or district-sponsored activities, such as clubs and teams; athletic participation (including height and weight, if appropriate) will not be used in district news publications, email newsletters, on the district website, district social media sites (such as Facebook), and will not be provided to news media.

(3) **If you say "NO" to school publications such as yearbooks,** your child's name and image will not be used in the school annual/yearbook, school newsletters or other school publications. If your child participates in team sports, he or she cannot be included in the team photo if it will be used in the school annual or yearbook.

(4) **If you say "NO" to providing contact information to outside organizations,** your child's name, address and phone number/s will not be provided to non-district organizations, including: PTSAs, for uses such as PTSA directories; graduation supplies companies; or continuing education organizations, including colleges; and, after graduation, school reunion committees.

Forms are due to your child's school by the last day of September.

Please note, the district does not release Directory Information without specific parental approval between the start of the school year and the last day of September. If you do not return a form by the end of September, we will assume we may release your child's Directory Information for uses such as those described at left.

Forms will be accepted after September, but the district will not be able to retrieve information released between October 1 and the date the form is received.

Please note: Public school districts are required to share directory information of students age 17 and older at the request of military recruiters. To opt out of military recruitment communication, you must submit a written request to your child's school annually by September 30. Learn more at www.fwps.org/FERPA.

You have a say in who can see your child's directory information

Here's why you received this document.

Federal law requires that schools tell parents that some of their child's information, called "Directory Information," might be used for certain school-related purposes. Parents and guardians can tell schools not to release this information. (This is part of the law called The Family Educational Rights and Privacy Act of 1974 (FERPA). Read more at http://familypolicy.ed.gov/ferpa-parents-students.)

We ask parents to think carefully before restricting this information.

Unfortunately, by restricting your child's directory information for school publications, your student's name and photo can not be included in student annuals and yearbooks. He or she will not be able to be part of classroom, team or club photos which are intended to be published in yearbooks. And this is just one example. If you need more information before you decide, go to http://www.fwps.org/parents and click on "Release of Student Directory Information."

This request will not expire.

We will honor this request indefinitely or until you ask to change it.

What if you change your mind?

If you ask us to restrict your student information, but later change your mind, you can ask to update this form at your child's school office. Or download a new form at http://www.fwps.org/parents and click on "Release of Student Directory Information."

What is directory information?

- Your child's name.
- Photographs, video and other images of your child
- Recognition, diploma and awards received by your child.
- Date and place of birth.
- Most recent and previous schools attended
- Dates of enrollment and enrollment status
- Participation in officially recognized activities and sports, and weight/height of student, if related to athletic participation.
- Electronic (e-mail) address and telephone number, including cell phone, student ID number.
- Student ID number (only if it cannot be used to gain access to education records).

DO NOT FILL IN THE AREA BELOW unless your child has a directory information restriction that you wish to change

I've changed my mind. I authorize the release of my child's Directory Information for the uses marked below. (A more detailed explanation of each use appears on other side, if needed.)

☐ YES. Release my child's directory information for online instructional use. (1)	☐ YES. Release my child's directory information for school publications, such as graduation programs, student yearbooks and annuals. (3)
☐ YES. Release my child's directory information for district news publications, electronic communications, and new media. (2)	☐ YES. Release my child's directory information for release at the request of outside organizations. (4)

Student's Name *(Please print)*	Student ID	School	Grade

Official Use Only Date Received

Parent/Guardian Signature, or Student if 18 years or older Date