

Directory Information Opt-Out Form

Under federal law, certain information in a student's scholastic record is classified as directory information. Items designated as directory information by FCPS are set out in [FCPS Regulation 416R-A, Students - Student Scholastic Records](#). As the parent/guardian or eligible student, you have the right to choose whether your student's directory information can be released to the public or not. Selecting to opt-out of any release of your directory information as set forth below will only be for the school year in which this Opt-Out Form is signed and submitted to your student's school. However, if your student graduates or withdraws during the school year in which this Opt-Out Form is signed, the School Division will continue to honor the last opt-out selection you made while your student was still enrolled in the Division unless you notify the Division that your opt-out decision is rescinded.

A parent/guardian or eligible student who wishes to prevent disclosure of directory information to the entities listed below may instruct their student's school in writing by completing this form and returning it to the student's school within thirty (30) days from the first day of school or within thirty (30) days of enrollment if the student starts after the first day of school.

A. Opt-out of release of directory information as defined in FCPS Policy 416R-A, Students - Student Scholastic Records.

Please sign below only if you **do not** wish for your student's directory information to be released

(Print Student's Name)	Last	First	Middle	Grade
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Parent/Guardian Signature

Date

If you desire to make an exception to the above opt-out selection, please list the organization(s) to which the school or FCPS may release your student's directory information: _____

B. Opt-out of release of student's information to any military recruiters.

Please sign below if you **do not** wish for your student's name, address, and telephone listing to be released to military recruiters. Your signature below means that the student's information will not be released to any military recruiter without your prior written parental consent.

(Print Student's Name)	Last	First	Middle	Grade
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Parent/Guardian Signature

Date

C. Opt-out of release of student's information to higher education institutions and scholarship providers.

Please sign below if you **do not** wish for your student's directory information to be released to higher education institutions and scholarship providers.

(Print Student's Name)	Last	First	Middle	Grade
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Parent/Guardian Signature

Date

If you desire to make an exception to the above opt-out selection, please list the organization(s) to which the school or FCPS may release your student's directory information: _____