

Request to Prevent Disclosure of Directory Information Military & Higher Education (Grades 9-12)

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. Your student's educational records are private. Schools may release them only to the student's parents/guardians.

However, FERPA allows school districts to release students' "directory information" to anyone. FERPA defines "directory information" as information in a student's education record that generally would not be considered harmful or invasive to privacy if disclosed. Parents have the option to ask the school district to keep that information private.

Lake Washington School District defines student directory information as:

- full name
- address
- email addresses (personal, parent and school-assigned)
- phone number
- photograph/image
- schools attended
- grade level
- parent/guardian names
- participation in school activities and sports
- weight and height of members of athletic teams
- dates of school attendance
- enrollment status
- diplomas and awards received
- date of birth

Under federal law, student directory information can be released to **military recruiters** and to **institutions of higher education** for students who are in ninth grade to 12th grade. If you do not want this information released to military organizations, please check the appropriate box below. If you do not want this information released to institutions of higher education, please check the higher education box below.

Student name (please print clearly) _____

☐ **Withhold from military.** The military is entitled to the names, telephone numbers, and addresses of high school students unless the parent, guardian, or student (even those under the age of 18) checks the box on this form. The military does have other sources for names and addresses. Checking this box does not guarantee the military will not contact your child. If you select this box, the district will not release your student's directory information to the military.

☐ **Withhold from higher education.** Students may still ask for their information and records to be supplied to specific colleges or universities. This option would only mean that responses to requests for the names and addresses of all juniors at a high school, for example, would not include your student's information. If you select this box, the district will not release your student's directory information to institutions of higher education. Colleges and universities may get lists of students from other sources such as educational testing groups.

Signature _____ Date _____
Parent/guardian/student. - Students under 18 can sign this form.

Only complete and sign this form if you do not want your student's directory information released to the military or to higher education organizations.