NOTICE OF DIRECTORY INFORMATION

Wisconsin Statute § 118.125 and the Family Educational Rights and Privacy Act ("FERPA"), a Federal law, require the Green Bay Area Public School District ("District"), with certain exceptions, to obtain your written permission prior to the sharing of personally identifiable information from your child's education records. However, the District may share appropriately designated "directory information" or "directory data" without written consent, unless you have advised the District not to do so in accordance with Board of Education Policy 347 and Rule 347. The primary purpose of directory information is to allow the District to include information from your child's educational records in certain school publications. Examples include:

- A program, showing your child's role in a drama production;
- The annual yearbook and/or class group pictures;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members; or
- Posting of class lists prior to the start of the school year.

Directory information, which is information that is generally not considered by Wis. Stat. § 118.125 and FERPA as harmful or an invasion of privacy if released, can also be shared with outside organizations without a parent/guardian's prior written permission. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal and state law require school districts to provide technical colleges, institutions of higher education and military recruiters, upon request, with the following information – names, addresses and telephone listings – unless a parent/guardian or eligible high school student (age 18 or over) have advised the District that they do not want their/their child's information shared without their prior written consent, or federal or state law prohibits the sharing of such information (i.e., homeless student's living arrangements are no longer deemed to be directory data information).

Unless an authorization to withhold directory data has been signed by the parent/guardian or eligible student (age 18 or over), directory data will be released as mandated by law and may otherwise be released by the District only when it pertains to District or school related groups, functions or purposes. Directory data will not be shared with any third party requester that is not a District or school group, who in the District's judgment, makes the request for the purpose of soliciting District students or their parent/guardian.

If you do not want the District to share any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District in writing within 14 days of receiving this notice. The District policy lists the following information as directory data:

- Student's name;
- Address;
- Telephone listing (unless the number is unlisted);
- Date of birth;
- Major field of study;
- Participation in officially recognized activities and sports;
- Weights and heights of athletic team members;
- Dates of attendance;
- Photographs;
- Degrees and awards received; and
- The name of the school most recently previously attended by the student.

If you have any further questions or concerns regarding this notice or the opt out form, please contact the District's Legal Department at 920-448-2000.

Updated 7/1/26

Objection to Release of Directory Information to the Public/Opt Out Form

(Complete one form for each child in your family. For questions please call the District's Legal Department at 920-448-2000.)

Green Bay Area Public School District
Engagement. Equity. Excellence.

Student's Legal Name (print):_____Date of Birth:_____ School:_____

Please return this form <u>ONLY</u> if you want to <u>LIMIT</u> the disclosure of directory data beyond that provided in the District policy and rule. Listed below are several options regarding disclosure of directory data.

You have the right to choose whether your child's directory information is released for purposes required or permissible in law or District policy. This directory data "opt out" will apply unless the District has separate authority under applicable law and/or policy to disclose the records in question without obtaining parent consent. **If you want to limit disclosures of your child's directory data otherwise required or permitted by law, please check the appropriate choice(s) below and <u>return this form to the school office</u> no later than September 15, 2026, or within fourteen days following your child's enrollment in the District, whichever is later.** If you choose to opt out below, it will only apply for the 2026-27 school year or until the District issues the subsequent Opt Out Form, whichever is later. If your child graduates or withdraws from the District, the District will continue to honor the last opt out selection you made while your child attended the District unless you notify the District that your choice is rescinded and fill out the Request to Publish Directory Data form.

Option 1: Comprehensive Opt-Out of Directory Information

_____ **Choice DD-ALL. Comprehensive Opt-Out Option: Do not release any directory data or information about my child.**

<u>I am opting out of all uses of directory data as provided and permitted by state and federal law</u>. I understand this to mean that information about and photographs featuring my child will be **excluded** from school documents that typically are made public, such as **yearbooks, class group pictures, graduation programs, honor roll and other recognition lists, sports activities, theatrical programs and beginning of the school year class lists posted at school buildings**. It also means that directory information about my child will not be released to District and school-related organizations such as PTOs and booster organizations, to any military recruiters or institutions of higher education, or to state or county agencies unless I provide written consent or the disclosure is otherwise authorized by state or federal law. In addition, my child will not be featured in any television, video or audio recording, broadcast, website, social media, or still photography produced by and available to the public from the District or (to the extent within the control of the District) the media. I understand that in most circumstances, the District does not prohibit video or photography at school performances and/or events (such as elementary music concerts, theatrical performances, and athletic events) and cannot control any such video or photography. As such, if my child participates in any school performance or athletic event, this comprehensive opt out does not apply to any video or photography produced by or available to the public by any individual not employed by or acting on behalf of the District or the media.

Option 2: Limited Opt-Out of Directory Information (choose all that apply)

_____ **Choice DD-A.** The District **MAY NOT** provide my child's data to any third party requester to whom the District is required to release directory data and who would otherwise be entitled to my child's directory data under state and federal law **EXCEPT** for District or school related groups, functions or purposes (*e.g.,* military recruiters, technical education institutions, institutions of higher education, state or local authorities auditing federally supported programs, state or county agencies verifying public assistance eligibility). I understand that my child's directory data **MAY** continue to be provided to school related groups, functions or purposes such as PTOs and booster organizations and that my child's directory data **will be used** in school documents made public such as yearbooks, class group pictures, graduation programs, honor roll and other recognition lists, sports activities, theatrical programs and beginning of the school year class lists posted at school buildings. I further understand that I will continue to receive messages from the District and my child's school through the District's parent notification systems.

_____ **Choice DD-B.** The District **MAY NOT** provide my child's directory information to District or school related groups, functions or purposes such as the PTOs and booster organizations. I understand that my child's directory data **MAY** continue to be provided to any third party requester to whom the District is required to release directory data and who would otherwise be entitled to my child's directory data under state and federal law and that my child's directory data **will be used** in school documents made public such as yearbooks, class group pictures, graduation programs, honor roll and other recognition lists, sports activities, theatrical programs and beginning of the school year class lists posted at school buildings. I further understand that I will continue to receive messages from the District and my child's school through the District's parent notification systems.

_____ **Choice DD-C.** The District **MAY NOT** provide my child's directory information for purposes of use in school documents made public such as yearbooks, class group pictures, graduation programs, honor roll and other recognition lists, sports activities, theatrical programs and beginning of the school year class lists posted at school buildings. I understand this to mean that information about and photographs featuring my child will be **EXCLUDED** from these documents. I understand that in most circumstances, the District does not prohibit video or photography at school performances and/or events (such as elementary music concerts, theatrical performances, and athletic events) and cannot control any such video or photography. As such, if my child participates in any school performance or athletic event, this opt out choice does not apply to any video or photography produced by or available to the public by any individual not employed by or acting on behalf of the District or the media. I understand that my child's directory data **MAY** continue to be provided to any third party requester to whom the District is required to release directory data and who would otherwise be entitled to my child's directory data under state and federal law and to be provided to school related groups, functions or purposes such as PTOs and booster organizations. I further understand that I will continue to receive messages from the District and my child's school through the District's parent notification systems.

Stop! Do not sign below unless you have read and understand the choices above.

Parent/Guardian Signature **Date**

_____ _____