



Student Directory Data and Media Opt-Out Form

Student Last Name _____ Student First Name _____

Grade _____ School _____ School Year 20____

Return this form only if you do not want your student's directory information, photos, videos, or recordings released. A new form is required each school year.

DIRECTORY DATA

The Appleton Area School District designates the following student information as Directory Data:

- student's name,
- address,
- major field of study (grade level),
- participation in officially recognized activities and sports,
- height of members of athletic teams,
- dates of attendance,
- photographs,
- awards received,
- name of the school most recently attended by the student.

☐ DO NOT release my student's directory data to any local organization/ community or non-AASD organization who requests it (examples: photographers for senior pictures, driver's ed., YMCA, Scouts, etc.).

☐ DO NOT include my student's name, grade, and picture in the school yearbook and/or class composite.

HIGH SCHOOL STUDENTS ONLY

☐ DO NOT release my student's directory data to military or universities. *Please note: Higher Ed requests will include student's phone number. Military requests will include student's phone number and email address.*

MEDIA RELEASE

Throughout the school year, photos and videos may be taken of students, student work, and school activities. These photos and recordings may appear in various District materials including school and district websites, social media, etc.

Student names are usually not used in association with media, but when they are, only first names will be used except in situations where full names are standard.



Most parents/guardians support and encourage this celebration of achievement, so by default, all parents/guardians who register their students are giving permission for this use.

Parents/guardians who wish to prohibit their student's image or images of the student's work from appearing in any of the above venues must opt out below:

☐ **DO NOT allow my student's image, work, accomplishments, etc. to be used on school and district websites, social media, etc.**

I understand that this does not provide a basis for opting out of the regularly scheduled school events, including but not limited to vision, hearing, and other screenings.

I understand that my child's pupil record information may continue to be provided to individuals contracted to provide services to the District.

Parent/Guardian Signature _____

Public Performances and Events

Please be aware that ensuring student privacy is not possible at school-or-district-sponsored public performances or athletic/activities events where cameras are permitted. 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 non-public locations and events, such as inside a classroom, will follow established guidelines.