AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

Auburn School District Directory Information Withholding Form

Student records are private by law
Federal law prohibits school districts from releasing information found in student files without parent/guardian permission. The exception is for directory information. Directory information may be released under the Family Educational Rights and Privacy Act of 1974 (FERPA). The district does not release directory information for commercial purposes.

What is directory information?

Student name
Home address
Parent/guardian name(s)
Parent/guardian telephone number(s)
Parent/guardian email address
Grade level
Dates of enrollment (current or previous schools)
Student school email address
Degrees and awards received
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Photographs

Keeping directory information private
Parents can choose to keep directory information private by completing this form. Information will not be disclosed to:

- Outside organizations
- Military recruiters
- Institutions of higher education
- Any communication that could reach the public or media
- School yearbook
- Graduation program
- District/school newsletter to all parents and/or staff
- Publications directed at district staff members
- Videos for internal or external viewing
- The school's website, district website or social media
- PTSA communications
- Office of the Superintendent of Public Instruction for postsecondary education outreach purposes

If you do not want your student's directory information released, please complete and sign the Directory Information Withholding form and return it to:
Vicki Alonzo, 915 4th Street N.E., Auburn, WA 98002 or email signed copy to valonzo@auburn.wednet.edu.

If you allow the district to release directory information, you do not need to complete this form.

Auburn School District
Directory Information Withholding Form

If you allow the district to release directory information, you do not need to complete this form.

If you do not want the school and district to release your student's directory information, submit this form to the Executive Director of Communications **on or before October 23**, of the current school year, even if you submitted a form last year. (Students enrolling **after October 23 may submit this form within two weeks of enrollment**.)

Please use one form for each student in your household. Additional forms are available at your student's school.

Should you decide to ask the district to withhold information from public release or district use, please remember the district will not release or publish any information on your student for any reason beyond federal, state, or law enforcement requirements.

Please print:

Student's First Name _____ **Student's Last Name** _____

Student's School _____ **Grade** _____

☐ **I want the school district to keep my student's directory information private**

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Printed Name _____

Parent/guardian must sign unless the student is 18 years or older.