Student Information Release Agreement

South St. Paul Public Schools

About this Form

This is an opt-out form for families who want to limit how their student's information, photos, videos, or recordings may be shared. If you do not want to place any restrictions on the use of your student's information or image, you do **NOT** need to complete this form.

Families of students in grades 11 and 12 may also use this form to prevent student contact information from being released to military recruiters.

If you choose to opt out, complete a separate form for each student and return it to your student's school.

Student Directory Information

Under state and federal law, certain student information is considered "directory information" and may be shared with businesses, organizations, or members of the public unless a parent/guardian opts out.

Under District Policy 515, directory information may include:

- Student name, address, telephone number, and email address
- Photograph
- Date and place of birth
- Dates of attendance and grade level
- Participation in activities and sports
- Degrees and awards received
- Height and weight of athletic team participants
- Parent/guardian name, address, and telephone number

Directory information does not include information such as a Social Security number, student ID number, or information identifying religion, race, color, social position, or nationality.

Photos, Videos, and Recordings

Students may be photographed or recorded while at school or participating in school activities and events. The district takes care to portray students and school activities appropriately and does not use students' last names with photos.

A student's photo, image, or recording is considered directory information. You may use this form to limit how your student's image or recording is used.

Military Recruiters, Grades 11-12 Only

Minnesota law requires schools, upon request, to provide military recruiting officers with the **name, address, and phone number of students in grades 11 and 12.**

This information may only be used to provide students with information about military service, veterans' education benefits, and other military career or educational opportunities. It may not be shared outside military recruiting services.

Parents/guardians and adult students may opt out of this release by selecting the Military Opt-Out option on the back.

Choose your level of opting out on the back

Choose Your Level of Opt-Out

Select the option that best reflects your preference. The Military Opt-Out may also be selected with either of the other options below.

Military Opt-Out, Grades 11-12 Only

I understand that this option only applies to military recruiters. My student may still appear in photos, videos, recordings, directories, yearbooks, athletic or activity programs, class photos, school and district websites, social media, and other district publications unless I also select one of the options below.

☐ Do not release my student's information to military recruiters

School Use Only

☐ Keep my student's photos, videos, recordings, and directory information private except for use in:

- School yearbooks
- School athletic or activity programs
- Class photos

This means your student will nto appear on district or school websites, social media, newsletters, or other public communication, but may still be included in the three school related items listed above.

Do Not Share

Please note: Selecting this option means your student will not be included in school yearbooks, school athletic or activity programs, or class photos.

☐ Do not share my student's photos, videos, recordings, or directory information except with school staff or when required by law.

How Long Does This Opt-Out Remain in Effect?

Your selection will remain in effect through August 1, 2027.
A new form must be submitted for the 2027-28 school year.

Questions? Please contact your student's building principal.

Student Information

Choose Your Student's School:

☐ Early Learning (ECFE)
☐ Kaposia Education Center (PreK-5)
☐ Lincoln Center (PreK-5)
☐ SSP Middle School (6-8)
☐ SSP High School (9-12)
☐ Community Learning Center (10-12)

Student Name

School

Grade

Teacher

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date