Administrative Guideline for Policy 8330 (Form): Opt-Out From Student Directory Data And Disclosures Of Student Contact Information

(rev. - Process Owner: Superintendent)

(Completing this form is optional.)

In alignment with state statute, the District has designated the following student information as "directory data" in order to facilitate each student's full participation in a variety of school-related activities and publications (such as school yearbooks, acknowledging student awards/achievements, publishing photographs and news, and creating programs for graduation ceremonies, athletic contests, and music/fine arts productions):

- Student's name
- Photograph
- Participation in officially recognized activities and sports
- Height and/or weight, if a member of an athletic team
- Date of graduation
- Degrees and awards received

When information is designated as "directory data", it means that the School District may generally disclose the information without obtaining prior consent from parents/guardians (or students over age 18), provided that the disclosure is consistent with applicable District policy and with the District's directory data notice. Please be aware that student directory data:

- ❏ may be disclosed to third parties affiliated with the school or district **only** when it relates to District or school related groups, functions, or purposes (e.g. PTO/PTA, booster clubs for purposes such as parent-to-parent network programs and volunteer phone trees; e.g. graduation vendors for announcements, class rings)
- ❏ will ***NOT*** be disclosed to any third party requester that is not a District or School sponsored, authorized, affiliated, or recognized entity, with the exception of military recruiters or institutions of higher education (see below)..
- ❏ under federal law, must be released to military recruiters (high school student's name, home address, telephone number, and district-issued electronic mail address) and institutions of higher education (high school student's name, home address, and telephone number), upon their request.

However, parents and guardians (and students over age 18) have the right to notify the District, in writing, that any or all of a student's directory data may not be disclosed without advance consent. When a parent, guardian, or adult student wishes to opt-out of District disclosures of (1) student directory data; and/or (2) high school student contact information to military recruiters and institutions of higher education, they should fill out the reverse side of this **OPTIONAL** form and return the signed form to the main office of the school in which the student is currently enrolled. A parent or guardian (or adult student, if applicable) may use this form to make, modify, or withdraw opt-out decisions at any time, but should allow a reasonable period of time for such decisions to be processed. Unless the District provides written notice to the contrary, an opt-out decision made using this form will remain in effect until it is modified or withdrawn by an appropriate party.

[A copy of the District's complete student records and directory data notice is included in all student handbooks and can also be obtained from any school office or from the District's website.]

[NOTED PAGE BREAK]

[NOTED REVERSE SIDE OF FORM]

OPTIONAL OPT-OUT FROM STUDENT DIRECTORY DATA AND DISCLOSURES

Before completing this form, please review the reverse side of this page and take note of the following:

- Opting out of the School District's disclosure of directory data for certain uses that are in direct connection to school-sponsored activities and school-sponsored publications/ communications may limit or restrict a student's ability to participate in some school functions and activities.
- Opting out of the disclosure of directory data and contact information using this form does not prevent the School District from disclosing student records without consent (including records that contain directory data) if the District determines that there is a separate exception to the confidentiality of the records that authorizes the disclosure under state or federal law.
- A decision to opt out of the School District's disclosure of a student's name as directory data cannot be used to prevent the school from using, or requiring the student to use, the student's name (or any equivalent identifier permitted by the school) in the student's curricular activities (e.g., classes).

STUDENT NAME: _____

SCHOOL: _____ CURRENT GRADE: _____

PERSON FILLING OUT THIS FORM: _____DATE:_____

RELATIONSHIP TO STUDENT: ____ parent ____ guardian ____ adult student (18 or over)

___ I wish to withdraw all opt-out elections currently on file for the student identified above.

To "opt-out" of (i.e. prevent) the School District's disclosure of any or all of the following student directory information in the absence of prior consent, please place an "X" in the appropriate space(s):

___ I am opting out of the use of recorded images of my student in school- or district-created print or electronic publications/media, (e.g. yearbooks, website, class videos) unless such images are recorded at an event open to the public.

__ I am opting out of disclosure of "directory data" in response to any request submitted by a District- or School related third party (e.g., a parent-school organization or booster group) or a District-selected provider of school-based or related products/services for students (e.g., a graduation photographer or a vendor of class rings).

___ To the extent allowed by law, I am opting out of ALL disclosures of student directory data and student contact information, whether for a school-related activity or purpose or not. **CAUTION! This selection can affect the ability of this student to fully participate and be fully included in a variety of school activities and publications (including e.g. photos in yearbooks, athletics, and various student recognition activities).**

The following option applies only to students in grades 9 - 12. In response to 20 U.S.C. §7908, the school district may not disclose the above-identified student's **name**, **address**, **telephone number, or district-issued electronic mail address** to:

___ military recruiters AND/OR ___ institutions of higher education

(Submission of this form replaces any previous opt-out elections on file for the student.)