



Directory Information Opt Out

The Family Educational Rights and Privacy Act (FERPA), a federal law, allows a student's school or school district to disclose designated "directory information" to third parties without a parent's or eligible student's written consent, unless a parent or eligible student informs the school/district otherwise, and according to any existing policies and/or procedures.

Student name: _____

Student grade: _____

Student ID number: _____

There are two ways in which to opt out if directory information disclosure: (1) OPT OUT: opting out from sharing certain information with anyone outside of the District and (2) EXCEPTIONS: specifying with whom the un-checked information may be released.

If you wish to exercise your right to opt out, please fill out the below and submit such to the District via **December 18, 2020**. Any opt out form submitted after this due date will be honored from the date of reception forward for the remainder of the school year, however, some information may have already been disclosed.

A new opt out form is required each school year.

As the parent/eligible student, I do not want the District so share the following checked directory information with anyone outside the District:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams



- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems, or that is displayed on a student ID badge*
 - Please note that: the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
 - Please note that, by opting out of disclosure of directory information, you may not prevent the District from requiring a student to wear or present a student ID badge that displays information that may be directory information.

EXCEPTIONS

The District may share the directory information I have not checked above only for the following purposes:

- Using directory information, as indicated above, for school or district publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- Sharing directory information, as indicated above, with the U.S. Military.
- Sharing directory information, as indicated above, with colleges and other educational institutions.
- Sharing directory information, as indicated above, with prospective employers.
- Sharing directory information, as indicated above, with political officers.
- Sharing directory information, as indicated above, with the National Student Clearinghouse.
- Sharing directory information, as indicated above, with news media outside the school or district.
- Sharing directory information, as indicated above, with the school PTA or district parent organization.
- Sharing directory information, as indicated above, with other groups and entities outside of the school or district, including community, advocacy and/or parent organizations.
- Sharing directory information, as indicated above, with companies who are marketing products.
- Sharing directory information, as indicated above, with charter schools or mailing houses who are used by charter schools to send recruiting materials to families.



- Posting directory information, as indicated above, on official school-related websites or social media accounts.
- Posting directory information, as indicated above, on school employees' personal websites or social media accounts.

Name of Parent/Eligible Student: _____

Signature of Parent/Eligible Student: _____

Date: _____