

OPT-OUT Form for disclosure of Directory Information

(Reference Board Policy 8330 and FERPA regulations)

The Board may disclose appropriately designated “directory information” without written consent, unless the parent or adult student advises the Board to the contrary by filling out, signing and returning this form to a building principal or the assistant superintendent of personnel and student services.

The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. The following is a list of common uses for which the District commonly would disclose a student’s directory information:

Mark with an **“X”** if OPTIING OUT

School Newsletter	
Teacher/Classroom Newsletter	
PTO Newsletter	
School Website	
Social Media (Facebook, Twitter, etc)	
Video Kiosk	
Bulletin Boards	
School Yearbook	
Athletic programs	
Graduation program	
Playbill (drama/choir production)	
Student-of-the-Month recognition	
Clubs & Extra-Curricular programs	

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories; names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

Refer to Board of Education Policy 8330 for the information the District has defined as "Directory Information." The Board will make Directory Information available upon a legitimate request unless a parent/guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning the Opt-Out form or notifies the school in writing within 30 days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.

If you elect to opt-out of any of the above, please mark the appropriate box, sign below, and return to the school building principal. If you do not wish to opt-out of any of the above uses, you do not need to return this form or take any other action.

Print name of student

Print name of person signing and indicate relationship to student

Signature of parent/guardian or adult student

Date

