

STUDENT DIRECTORY DATA OPT-OUT FORM

OPT-OUT FROM STUDENT DIRECTORY DATA AND DISCLOSURE OF STUDENT CONTACT INFORMATION

(Completing this form is optional)

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, and creating programs for graduation ceremonies, athletic contests, and music/fine arts productions):

- name
- school/grade level
- date of birth and place of birth
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- degrees and awards received by the student
- recorded images of the student (when not separately maintained as behavioral records)
- dates of attendance (not including daily attendance records)
- the name of the school most recently previously attended by the student
- home address
- student’s phone number
- major field of study

When information is designated as directory data, it means that the School District may generally disclose the information without obtaining advance consent, 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 sometimes be disclosed to third parties who are not affiliated with the School District. 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.

Independent of the District’s designation of student “directory data” items, federal law separately requires the District to provide institutions of higher education and military recruiters, upon their request, with high school students’ contact information unless an eligible student or the parent or guardian of a minor student has opted out of such disclosures. The contact information the District is required to provide to colleges and military recruiters includes a high school student’s name, address, and telephone number, and, for military recruiters only, a student’s electronic mail address. When the terms “contact information” or “student contact information” are used in this form, they are referring to those specific data items for high school students.

The District’s designation of directory data is further defined and limited pursuant to authority granted under FERPA’s regulations concerning the limited party/purpose doctrine concerning the release of directory data as follows:

1. The District is required by law to release a high school student’s name, home address, telephone number, electronic mail address (military recruiters only), to military recruiters and institutions of higher education, upon their request, unless the student or the student’s parent or guardian, as applicable, has notified the District that such information shall not be released without prior written consent.
2. In addition to the situations where the release of certain directory data is required by law, the District discloses student directory data (in the absence of an opt-out decision) as follows:

- In direct connection with school-sponsored activities and within school-sponsored publications and communications, including communications through the District's electronic media sites and in District-approved media releases.
- Directly to school-related support organizations/groups, including parent-teacher organizations and booster clubs, or upon the request of such a group or organization.
- The District discloses a student's date of birth only for the purpose of acknowledging and observing the student's birthday within the student's school. A student's date of birth is never released in response to a third party's request for access to student directory data.

The District may provide student directory data to, or may allow the collection of student directory data by, District-selected entities that provide school-based commercial products/services for students (e.g. school photographer, yearbook publisher, school newspaper publisher, sellers of school-branded clothing, graduation gowns).

When a parent, guardian, or adult student wishes to opt-out of District disclosures of (1) student directory data; and/or (2) student contact information to military recruiters and/or 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.

OPT-OUT FROM STUDENT DIRECTORY DATA AND
DISCLOSURES OF STUDENT CONTACT INFORMATION
(Completing this form is optional.)

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 affect 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.
- 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: _____

NAME OF 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., block) the School District’s disclosure of any or all of the following student information in the absence of actual consent, please place a checkmark or “X” in the appropriate box(es):

This election applies only to high school students. The school district may not disclose the above-identified student’s name, address, telephone number, or electronic mail address (military recruiters only) to:

Military recruiters AND/OR Institutions of higher education

I am opting out of the District’s disclosure of “directory data” in response to any request submitted to the District by a District-related organization (e.g., a parent-school or booster group) or a District-selected provider of school-based products/services for students (e.g., a school photographer or a vendor of school-branded clothing).

To the extent possible, 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 yearbooks, athletics, and various student recognition activities).

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

Please submit this completed form to the main office of the school in which the student is currently enrolled.

Adopted: 11/12/18
Revised: 12/09/19
 04/27/2020
 06/14/2021

Reviewed: