

Directory OPT Out Form

I understand that the Family Educational Rights and Privacy Act (FERPA), a federal law, allows my school or school district to disclose designated “directory information” to third parties without my written consent, unless I inform the school/district otherwise, and according to any existing policies and/or procedures.

I am submitting this form because: [choose one option)

- My child’s school or school district does not have a “directory information” policy.
- My child’s school or school district’s existing “directory information” policy does not sufficiently protect my child’s privacy.

Student name: _____

Student grade: _____ Student ID number: _____

School name: _____

Parent or guardian name: _____

Parent/Guardian signature (if student is under 18): _____ Date: _____

Parent or guardian email address: _____

Student signature (if student is over 18): _____

Directory information that I DO NOT want the school or district to share with ANYONE

My child’s school or school district may not share or disclose any of the following checked directory information with ANYONE outside the school or school district without my direct written exception.

- | | |
|--|--|
| <input type="checkbox"/> Student name | <input type="checkbox"/> Grade or class standing (e.g., grade 3, or sophomore) |
| <input type="checkbox"/> Telephone numbers (e.g., home, cell, etc.) | <input type="checkbox"/> Most recent school or educational institution attended |
| <input type="checkbox"/> Parent personal information (e.g., name, address, phone, email address, etc.) | <input type="checkbox"/> Participation in officially recognized activities and sports |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Degree(s) received |
| <input type="checkbox"/> Video or electronic images | <input type="checkbox"/> Awards and honors received |
| <input type="checkbox"/> Date of birth | <input type="checkbox"/> Clubs/Affiliations |
| <input type="checkbox"/> Place of birth | <input type="checkbox"/> Any information that might otherwise be considered personal or confidential |
| <input type="checkbox"/> Home or permanent address | <input type="checkbox"/> School or district issued student ID number* |
| <input type="checkbox"/> E-mail address | |
| <input type="checkbox"/> Dates of attendance | |
| <input type="checkbox"/> Weight/Height | |
| <input type="checkbox"/> Enrollment Status (e.g., full-time, part-time) | |

* Note: A student ID number may or may not be considered as directory information depending on how the school/district uses it. According to the U.S. Department of Education, a student ID number can be classified as a type of “directory information” if it: “is displayed on a student ID badge, or is used to communicate in electronic systems, but only if 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.”

Form original design www.studentprivacymatters.org and www.worldprivacyforum.org

These materials do not constitute legal advice. Consult a private lawyer or call your local ACLU should you have specific questions.

This form was downloaded from tripelix.com

Exceptions

My child's school or school district may share the directory information I have not checked on reverse side for the following purposes:

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

* Note: FERPA allows a school or school district to share a wider array of students' personal information with individuals or companies offering operational services, online educational tools or classroom applications (apps) without parental knowledge or consent, or allowing for opt out, as well as for research or evaluation purposes.

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