

**OPT-OUT FROM STUDENT DIRECTORY DATA AND
DISCLOSURES 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):

- Student’s name
- Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record
- Student’s school/grade level
- Degrees and awards received by the student
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Student’s date of birth
- Student’s home address (For any student who is a participant in the state’s address confidentiality program – the Safe at Home program, the student’s home address is the Safe at Home address listed on the Safe at Home authorization)

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.

Similarly, although a student’s telephone number is not designated as student directory data in this District, **the District is required by law to release a high school student’s name, home address, and telephone number to military recruiters and institutions of higher education**, upon their request, unless the student or the student’s parent or guardian has opted out of such disclosures.

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 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 current directory data notice is included in all student handbooks and can also be obtained from any school office or from the District’s website.

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).

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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, or telephone number to:

military recruiters AND/OR institutions of high education

I am opting out of the District’s disclosure of “directory data” in response to any request submitted to the District by an outside third party, **unless** the requestor is 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).

I am opting out of the District’s disclosure of “directory data” in response to a request submitted by a District-related organization or a District-selected provider of school-based commercial products/services for students.

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).

If the above options do not meet your needs, please describe your opt-out request here: _____

This form must be completed ANNUALLY.
(Submission of this form replaces any previous opt-out elections on file for the student.)