

DIRECTORY INFORMATION OPT OUT PROVISION - HIGH SCHOOL

The District has created a new policy to safeguard your child's directory information (name, address, phone number, participation in school activities and sports, honors and awards, height and weight of athletic team members, dates of attendance, school, grade, photographs, and other images) from being released to commercial entities, non-profit agencies, or individuals. Under this new policy, parents do not need to opt out to restrict information going to outside organizations that are not school-related. The District will no longer give directory information to outside organizations except for the following school-related entities: yearbooks, school ring vendors, alumni publications, school photographers, and athletic program publishers. These entities will be obligated under contract to refrain from distributing this information to anyone.

There are many reasons you may decide to select the comprehensive opt out provision to have your child's directory information NOT released to any individual or entity. In that case, you need to sign the comprehensive opt out form and return it to your school principal. This form is to be filled out only if you do not want any information being released to the following school-related entities such as: yearbooks, school ring vendors, alumni publications, school photographers, and athletic program publishers.

You also have the choice of opting out of giving information to military recruiters only. This is the military opt out form. This will not affect the information being released to the following school-related entities such as: yearbooks, school ring vendors, alumni publications, school photographers, and athletic program publishers. It means that no recruiters will get directory information on your student. Simply sign the military opt out form and give it to your school principal.

Here is the new Board Policy 8330 - Student Records:

Directory information will not be released to any governmental agency, third party, or vendor (whether for profit or not for profit) except for:

- A. *law enforcement and other governmental agencies, both State and Federal, upon official request only;*
- B. *U.S. Armed Forces recruiting officials (as required by the Federal No Child Left Behind Act of 2001) unless the student or parent opts out;*
- C. *educational agencies, colleges, and universities and other parties or agencies entitled by law or regulation to receive student records; and*
- D. *yearbook publishers, school ring vendors, alumni publications, school photograph vendors, and school athletic program publishers (under contract), unless the student or parent opts out.*

This form must be completed annually. If your child changes schools you must complete a new form and submit it to the school principal in order for the change to take effect. The form will be retained for one (1) year only.

REQUEST TO EXCLUDE DIRECTORY INFORMATION (COMPREHENSIVE OPT OUT)

To: (Principal's Name): _____

School Name: _____

Regarding: (Student's Name - please print): _____

I request to exclude the release of directory information (name, address, phone number, participation in school activities and sports, honors and awards, height and weight of athletic team members, dates of attendance, school, grade, photographs, and other images) about my student. I understand this means exclusion from school documents that typically are made public, such as yearbooks, alumni directories, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs. I also understand that this means exclusion of my student's name, address, and phone number from the school directory, from other documents relating to school-related organizations and activities, and from county agencies. Finally, I understand this means that my student will not be included in any District videotape, motion picture, audio recording, television, and still photograph productions.

Parent Signature: _____

Date: _____

REQUEST TO EXCLUDE DIRECTORY INFORMATION FOR MILITARY RECRUITERS (MILITARY OPT OUT)

To: (Principal's Name): _____

School Name: _____

Regarding: (Student's Name - please print): _____

I request to exclude the release of the name, address, or telephone number of _____ (print name of student) to military recruiters during this school year. I understand that once this form has been signed by either the student, if the student is eighteen (18) years or older, or a parent, custodial parent, or guardian, only the student over eighteen (18) years or older, or parent, custodial parent, or guardian signing it may change it. I also understand that if I want to change it, I must notify the principal in writing that the form is no longer in effect and that student information may be released.

Signature of Student or Parent: _____

Name of Signing Student or Parent - please print: _____

Date: _____