

DIRECTORY INFORMATION OPT-OUT

The *Family Educational Rights and Privacy Act* (FERPA) requires the district to obtain written consent prior to the disclosure of personally identifiable information from a student's education record. SPS may disclose appropriately designated directory information without written consent, unless a parent, guardian or eligible student (defined as a student 18 years of age or older or legally emancipated) advises SPS to the contrary in writing. The primary purpose of directory information is to allow SPS to include information from a student's education records in certain school publications such as yearbooks, graduation programs, sports activity sheets, drama playbills, etc. Directory information is generally not considered harmful or an invasion of privacy if released.

SPS has designated the following information as directory information: student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services; student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

There is no need to return this form if you wish to allow the District to release your child's directory information as described above.

If you **do not** want SPS to disclose directory information from your child's education records without your prior written consent, you must notify SPS by indicating your preference below and submitting this form to the student's school **within the first two weeks of the new school year or within 10 days of the student's enrollment.**

- 1. Do not release to any persons, groups, or entities. (This would exclude the student's name and photo from lists and school publications such as newspaper articles, honor roll, athletic lists, yearbook, etc.)
- 2. Do not release to any solicitor, commercial interest, or business.
- 3. Do not release to any military recruiters.
- 4. Do not release to any college or university.
- 5. Do not release to the U.S. Department of Education (Free Application for Federal Student Aid)

School Year _____ Student's Name _____

Parent, Guardian, or Eligible Student's Signature

Date

Revised 6/18