

## 28.1 FERPA Notice of Directory Information and Opt Out Form (Revised)

The School may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the School to the contrary by filling out, signing and returning this form to the Academy. The primary purpose of directory information is to allow the School to include this type of information in certain school publications.

**The following list of uses** are those that the Academy would commonly disclose a student's directory information. Please check the ones in which you do NOT give the Academy permission to use your student's directory information:

- Playbill – showing student's role in a play or music production
- Annual Yearbook
- Honor roll or other recognition
- Graduation Programs
- Sports and Activity Sheets
- Sharing my student's directory information with colleges or post high school institutions.
- \_\_\_\_\_ (Academy specific)
- \_\_\_\_\_ (Academy specific)
- \_\_\_\_\_ (Academy specific)

**Directory information**, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. Two (2) Federal laws require the Board to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the Academy that they do not want their student's information disclosed without their prior written consent. Please indicate which **Directory Information items** that you do NOT give permission for release to third parties:

Student Information	Opt Out – "X"
Student's names, addresses, telephone numbers, email addresses	
Parents' names, addresses, telephone numbers, email addresses	
Student's date and place of birth	
Participation in officially-recognized extra-curricular activities/sports	
Height and weight, if a member of an athletic team	
Dates of attendance and grade designation	
Date of graduation	
Current and previous educational institutions attended	
Achievement awards or honors received; honor rolls	
Scholarships	
Photographs or videos of students participating in school activities, events or programs, their artwork on webpages, or school social media accounts.	

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information by returning this Opt-Out Form to the School Office within 14 days of receipt. Directory information will not be provided to any organization for any profit-making purposes. ***If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.***

Print Name of Student: \_\_\_\_\_

Print Name of Person Signing and State Relationship: \_\_\_\_\_

*Or state if student is an adult and signing on his/her own behalf*

Signature of parent/guardian/adult student: \_\_\_\_\_

Date Received by School: \_\_\_\_\_ Staff Signature: \_\_\_\_\_