

# THE PUBLIC SCHOOLS OF PETOSKEY

## DISTRICT “DIRECTORY INFORMATION” OPT-OUT FACTS PLEASE READ THE FOLLOWING INFORMATION, AND LET US KNOW IF YOU HAVE ANY QUESTIONS.

### OUR PRIMARY USE OF “DIRECTORY INFORMATION”

The primary purpose of directory information is to allow the Public Schools of Petoskey (or one of our schools) to include specific information concerning your child in certain school publications or settings. Examples include performances, yearbooks, honor rolls, awards, class rings, newsletters, slideshows, and sports.

### OPTING OUT OF RELEASING “DIRECTORY INFORMATION”

In accordance with the *Federal Educational Rights and Privacy Act of 1974* (FERPA), a student’s educational records are maintained as confidential and will not be released to a third party without the parent/guardian’s prior written consent, except for a limited number of special circumstances listed in the law (i.e., under directory information).

**FERPA allows schools to release student directory information to outside organizations without the prior consent of the parent/guardian/student (at 18).**

If a parent/guardian does not wish our district to release directory information, he/she may opt-out by signing the District Directory Information Opt-Out Form (on pg. 2). Please return this completed form to your building principal by October 1 each school year. Opt-out protocols begin on the day the school’s principal or secretary receives a signed form.

Directory information of an opted-out student will remain flagged as such until the end of each school year. Opt-out designations may also end if the parent/guardian signs and delivers the District Directory Information Revocation of Opting-Out Form to the student’s building principal. This form is available in all buildings.

### PLEASE NOTE:

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- *The annual opt-out form does not automatically transfer with a student from year-to-year or from one building to another as the child progresses.*
  - *Each student in a family must have a separate form when opting-out.*
  - *If you choose to continue to opt-out of directory information, please fill out a new form each school year by Oct. 1 or during each change of schools.*
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For further information, please review the *Parents' Guide to the Family Educational Rights and Privacy Act (FERPA): Rights Regarding Children's Education Records* from the U.S. Department of Education found at <https://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.html> or visit our website at <http://moodle.petoskeyschools.org/> under School Board Policy.

# THE PUBLIC SCHOOLS OF PETOSKEY

## DISTRICT "DIRECTORY INFORMATION" OPT-OUT FORM DUE BY OCTOBER 1<sup>ST</sup> EACH SCHOOL YEAR

Student's Name: (Printed): \_\_\_\_\_

School Building: \_\_\_\_\_

Grade: \_\_\_\_\_

School Year: \_\_\_\_\_

To: [Principal's Name] \_\_\_\_\_

- I request the withholding of directory information indicated below.
- I understand that directory information checked below will not be released to third parties once this form has been received (unless the school is required to release it by law or permitted under FERPA to release).
- I understand that I may not opt-out of student ID numbers, because they are necessary when identifying student information.
- I understand that the school/district will not be liable for releasing directory information prior to receiving this written request.

PLEASE CHECK ANY DIRECTORY INFORMATION ITEMS THAT YOU WISH TO OPT-OUT OF THIS SCHOOL YEAR:

\_\_\_ Name

\_\_\_ Address

\_\_\_ Grade level

\_\_\_ Enrollment status (e.g., full-time or part-time)

\_\_\_ Telephone listing(s)

\_\_\_ Photograph or electronic representations (e.g., videos & school slideshows)

\_\_\_ Date/place of birth

\_\_\_ Electronic mail address

\_\_\_ Attendance

\_\_\_ Educational institution (most recent)

\_\_\_ Weight/height information (e.g., sports brochures)

\_\_\_ Participation in officially recognized activities and sports

\_\_\_ Fields of study

\_\_\_ Degree(s)

\_\_\_ Awards and honors

\_\_\_ Name, address, email, & phone number to military recruiters (high school only)

Today's Date: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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### Section for the Public Schools of Petoskey

Student Number: \_\_\_\_\_

Date Received at Building: \_\_\_\_\_

Principal's or Secretary's Signature: \_\_\_\_\_