

# THE PUBLIC SCHOOLS OF PETOSKEY

## DIRECTORY INFORMATION “OPT-OUT”

PLEASE READ THE FOLLOWING INFORMATION, AND LET YOUR PRINCIPAL KNOW IF YOU HAVE ANY QUESTIONS.

### “OPTING OUT” OF RELEASING STUDENT DIRECTORY INFORMATION

The *Federal Educational Rights and Privacy Act of 1974* (FERPA) makes some educational records confidential and not to be released without parent/guardian written consent. However, there are “normal use” times when consent is not required.

### “NORMAL USE” CIRCUMSTANCES

Schools/districts may release certain student information without prior consent of parents/guardians. A student’s picture, name, school, or grade level may be included in school publications like:

- Newsletters, newspaper articles, & calendars
- Performance & athletic programs
- Yearbooks
- Honor rolls
- Awards
- Class rings (PHS only)
- School/district slideshows & videos
- Sports announcements

### PARENT/GUARDIAN CHOICE

1. **Do NOT “Opt Out”**- Nothing more to do....
2. **“Opt Out”**- If you do not wish Public Schools of Petoskey to share your student’s “Normal Use” information, you may “opt-out” by signing the [District Directory Information Opt-Out Form](#) (pg. 2). *However, if you sign an “opt-out” form, your child’s name, picture, etc. will not be included in any of our publications listed above, like yearbooks or programs.*

### BASIC “OPT-OUT” INFORMATION:

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- Opt-out protocols begin on the day the school principal/secretary receives a signed form (pg. 2).
  - 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 changes grades.
  - Each student in a family must have a separate form when opting-out.
  - Return a new form by **October 1** of each school year to your building principal.
  - You may end an “Opt-Out” during the school year. Please contact your school.
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## DISTRICT “DIRECTORY INFORMATION” OPT-OUT FORM DUE BY **OCTOBER 1** OF EACH SCHOOL YEAR

Student’s Name: (Printed):

School Building:

Grade/Teacher:  Date:

To: [Principal’s Name]

- I am “opting out” of my student’s directory information being shared at “Normal Use” times (pg. 1).
- I understand that the school/district will not be liable for releasing directory information prior to receiving this written request.

**PLEASE CHECK THE DIRECTORY INFORMATION ITEMS THAT YOU WISH TO “OPT-OUT” OF THIS SCHOOL YEAR:**

\_\_\_ “Normal Use” Names, School, & Pictures: As found in yearbooks, school programs, honor rolls, awards, athletics, newspapers, electronic presentations (e.g., school slideshows or videos), and others listed on pg. 1.

\_\_\_ Other: Please be specific.

\_\_\_ Name, address, email, or 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: