



# FERPA - Family Educational Rights & Privacy Act Student Information & Photo Release Opt-Out Form

Please sign this form if you **do not** want information about or photos of your child used in publications, on district or school websites, or in non-district news media reports. By returning a blank form, you give the district permission to publish information about your child. Form must be returned with enrollment packet. Leave form blank unless you do not want information released. Your selections remain in effect until you rescind your decision in writing or the student graduates.

Student Name

Grade

School

School Year

**Please check each box that applies:**

- 1. Please DO NOT include my student's Directory Information or Photograph for public and school district purposes such as (but not limited to):
  - Yearbook or Annual
  - Public News Articles
  - Honor Roll and Awards
  - Graduation Programs
  - PTA-PTO Sponsored School Directory
  - School Website
  - District Initiated Television or Other Media
  - Teacher Web Page
  - Publications
- 2a. Please DO NOT release my child's Directory Information to the Armed Forces or Military Recruiters.
- 2b. Please DO NOT release my child's Directory Information to Colleges or Institutions of Higher Learning.

Parent Name Printed

Parent/Guardian Signature

Date

**Explanation**

The federal Family Educational Rights and Privacy Act (FERPA) allows school districts to define "directory information," and then releases only that information **unless** you request that information **not** be released.

If you check "NO" for an item on the other side of this page, we cannot and will not release the information you specified. When we are asked for "directory information" about a student, we release only the information needed for the particular story or purpose. Unless the student is on a sports team, we usually only release the student's name and school.

**1. DIRECTORY INFORMATION, SCHOOL DISTRICT PUBLICATIONS/NEWS MEDIA USE**

**Student Records:** The term Student Records is defined as the student's name, grade level, dates of enrollment, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, schools attended in the district, work created by the student for school-related publication and purposes, and photographs of students for school-related publications and purposes. (District Policy 3231 & 3231P)

When your child wins an honor or is working on an exciting project, we may want to write about it and use your child's photo or show your child's work in some of our district publications, websites, on display at an administration building, and/or tell the news media about your child's achievements. We never knowingly release information about a student to anyone who wants to use it for commercial purposes.

**2. DIRECTORY INFORMATION FOR MILITARY AND COLLEGES (applies to high school students only)**

**Military & Institutions of Higher Learning:**

The military and institutions of higher learning request high school students' directory information, and by federal law we must also provide the student's address and phone number. If you check "NO" in section 2, and if we receive your form by September 15, we will not release your student's directory information. If your student's form is returned after September 15, be aware that we may have already released your student's information. (District Policy 3231 & 3231P)

All District Policies and Procedures are available on the district website at: [www.sequimschools.org](http://www.sequimschools.org) under "About Us". Policy 3231 & 3231P – "Student Records" includes more details about student records information. For more information, contact: Sequim School District Student Support Specialist at 360.582.3260