

Release of Directory Information “Opt Out”

Policy 216: Student Records

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Keystone Oaks School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with district procedures. Directory information can be made public without specific consent of the parents/guardians or eligible students. Directory information would not generally be considered harmful or invasion of privacy if disclosed.

Common types of directory information may include the following: Students name; Address; Telephone Listing; Email Address; Photograph; Date and place of birth; Primary field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degree, honors, and awards received; The most recent educational agency or institution attended; and Student ID number, user ID, or other unique personal identifier not to include a social security number.

By signing below, the parents/guardians/eligible students (students who are 18 years of age or older) are acknowledging that they have reviewed Policy 216: Student Records and **do not** wish for the District to disseminate any information including directory information to any outside agency that contacts the District other than required by law or including such directory information in any District Publications or social media accounts.

Only one form is needed per household per year. Thus, if you have more than one student in the District, you will only complete one form and will list all students below. It is the parent/guardian’s or eligible student’s responsibility to resubmit this form on an annual basis. Parents/Guardians or eligible student must notify the District in writing within 10 business days of the first day of school or for students enrolling after the beginning of the school year, within 10 business days of enrollment. Parents/Guardians or eligible students may opt out at any time during the year, and the District will cease releasing directory information within 10 business days.

Signature of Parents/Guardians/Eligible Students:      Date:

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Please complete this section.

Childs Name                      School