

APPENDIX B.

Sample letter to opt out of disclosure of directory information

I understand that the Family Educational Rights and Privacy Act (FERPA), a federal law, allows my school or school district to disclose designated “directory information” to third parties without my written consent, unless I inform the school/district otherwise, and according to any existing policies and/or procedures.

I am submitting this form because: [choose one option]

- My child's school or school district does not have a “directory information” policy.
- My child's school or school district's existing “directory information” policy does not sufficiently protect my child's privacy.

PARENT OR GUARDIAN NAME: _____

STUDENT NAME: _____

STUDENT GRADE: _____

STUDENT ID NUMBER: _____

SCHOOL NAME: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE (IF STUDENT IS UNDER 18): _____

PARENT OR GUARDIAN EMAIL ADDRESS: _____

STUDENT SIGNATURE (IF STUDENT IS OVER 18): _____

Directory information that I ALLOW the school or district share:

(Note: Check only the information you ALLOW your school or district to share.)

- | | |
|--|---|
| <input type="checkbox"/> Student name | <input type="checkbox"/> Dates of attendance |
| <input type="checkbox"/> Telephone numbers (e.g., home, cell, etc.) | <input type="checkbox"/> Weight/Height |
| <input type="checkbox"/> Parent personal information (e.g., name, address, phone, email address, etc.) | <input type="checkbox"/> Enrollment Status |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Grade |
| <input type="checkbox"/> Video or electronic images | <input type="checkbox"/> Most recent school or educational institution attended |
| <input type="checkbox"/> Date of birth | <input type="checkbox"/> Participation in officially recognized activities and sports |
| <input type="checkbox"/> Place of birth | <input type="checkbox"/> Degree(s) received |
| <input type="checkbox"/> Home or permanent address | <input type="checkbox"/> Awards and honors received |
| <input type="checkbox"/> E-mail address | <input type="checkbox"/> Clubs/Affiliations |
| | <input type="checkbox"/> School or district issued student ID number* |

Parent Toolkit for Student Privacy

***NOTE:** A student ID number may or may not be considered as directory information depending on how the school/district uses it. For more information, see the U.S. Department of Education's Frequently Asked Questions website at www.familypolicy.ed.gov/faq-page¹

I **ALLOW** those elements of my child's directory information checked above to be shared only with the following parties:

- In school or district publications, including a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other such publications.
- With the U.S. Military.
- With colleges and other educational institutions.
- With prospective employers.
- With political officers.
- With the National Student Clearinghouse.
- With news media.
- With the school PTA or district parent organization.
- With other groups and entities outside of the school or district, including community, advocacy and/or parent organizations.
- With companies that are selling products or services.
- With charter schools or mailing houses used by charter schools to send recruiting materials to families.
- On official school-related websites or social media accounts.
- On school employees' personal websites or social media accounts.
- To sign up my child for online educational tools or classroom applications (apps).*

***NOTE:** FERPA allows a school or school district to share a wider array of students' personal information — beyond directory information — with individuals or companies offering operational services, online educational tools or classroom applications (apps) without parental knowledge or consent, or allowing for opt out, as well as for research or evaluation purposes.²

REFERENCES

1. U. S. Department of Education, Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information. See <http://familypolicy.ed.gov/content/ferpa-model-notice-directory-information>
2. U.S. Department of Education, Privacy Technical Assistance Center, FERPA Exceptions - Summary. See http://ptac.ed.gov/sites/default/files/FERPA%20Exceptions_HANDOUT_horizontal_0.pdf