

DURHAM PUBLIC SCHOOLS
STUDENT DIRECTORY OPT OUT FORM
GRADES K-8

NOTIFICATION OF DIRECTORY POLICY AND OPT OUT RIGHTS

The Family and Educational Rights and Privacy Act (FERPA), a federal law, requires that Durham Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information your child's education records. However, Durham Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District that you opt out of disclosure of some or all of your student's directory information.

The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications, such as the annual yearbook, honor roll, and graduation programs. Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Pursuant to Board Policy 4207, Durham Public Schools has designated the following information as directory information:

1. student's name
2. parents' /guardians' names
3. student's age
4. student's photograph
5. student's participation in officially recognized activities and sports
6. weight and height of members of athletic teams
7. dates of the student's attendance
8. degrees and awards received by the student
9. most recent previous educational agency or institution attended by the student

If you wish to opt out from the release of your child's directory information, in whole or in part, please complete this form and return it to the school within ten (10) days.

Please note that opting out from the release of some or all of your child's directory information may interfere with the following:

- school recognition of your child's achievements;
- inclusion of your child in the yearbook
- your receipt of information from community-based organizations, the PTA, scholarship programs, colleges and institutions of higher education, and vendors (i.e. class ring manufacturer)

OPT-OUT DESIGNATIONS

Please place a check mark in the space next to each item of information that you do NOT want released as directory information. If you want to opt out of every category, please place a check mark in the space next to the last category, "opt out of all directory disclosures."

- Student Name
- Parents'/Guardians' Names
- Student's Age
- Student's Photograph
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of student's attendance
- Degrees and awards received by student
- Most recent previous school or education institution attended by the student

- Opt out of all directory disclosures

CERTIFICATION

I, _____, am the parent/legal guardian of _____
Print Parent/Guardian Name Print Student Name

I hereby opt out of the release of my child's directory information as detailed above.

Parent/Guardian Signature

Date