



2008 – 2009

Request to Prevent Disclosure of Directory Information

Federal law prohibits school districts from releasing information found in student files without parent/guardian permission, except for what is termed **Directory Information**. **The district does not release Directory Information for commercial purposes but does release this information when there is a legitimate educational purpose for doing so.** The items listed under Directory Information may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Under the provisions of FERPA, you have the right to withhold the disclosure of Directory Information.

Directory Information includes the following:

- Name
- Addresses - personal residence and school-assigned emails
- Telephone listings
- Date and place of birth
- Most recent/previous school attended
- Dates of attendance
- Enrollment status
- Major field of study
- Photographs
- Recognition, diplomas and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

This form should be submitted annually to your student's school office on or before October 1 of the current school year. Forms will be accepted after the deadline, but the district cannot be responsible for the release of Directory Information **prior to** receiving the Directory Information Withhold request after the October 1 deadline of the current school year. Extractions of Directory Information to non-district persons or organizations will not be processed between the first day of school and October 1 of the current school year.

High School students (grades 9-12) have the additional choices of withholding release of directory information to military only and/or post secondary education organizations only.

The withhold directory flag will remain on your student's records for the current school year. Families will have the opportunity to subscribe yearly. The district will honor your request to withhold the information as listed, but cannot assume responsibility for contacting you for subsequent permission to release that information. Should you initially decide to withhold Directory Information, you may authorize at any time during the current school year the cancellation of your withhold request.

Please use one form for each child in your household. Additional forms are available at your school or can be downloaded from the Secondary Information/Parents Resources section of the Northshore School District web site: www.nsd.org.

(form on reverse)

2008 – 2009

Directory Information Withhold/Release Form

Withhold Directory Information

Please consider carefully the consequences of any decision to withhold Directory Information. Should you decide to inform this district to **withhold from everyone** Directory Information, any future request for such information from non-district persons or organizations will be refused.

For example, the district would be unable to release information for:

- Student directories
- Student annuals/yearbooks
- PTSA, Booster clubs and many other school-related organizations/activities
- School program/sports event programs
- School/media press releases
- Graduation announcement/supplies companies

- All grades:** I want Directory Information to be **withheld from everyone**.
- High School Only:** I want Directory Information to be **withheld from the military only**.
- High School Only:** I want Directory Information to be **withheld from post secondary education organizations only**.

Please Print:

Student's Name _____

Student's School _____ Grade _____

Signature _____ Date _____

Parent / Guardian / Student if 18 years or older

Cancel Withhold of Directory Information

I no longer wish to prevent the disclosure of my student's Directory Information for this school year and release the district from any responsibility to withhold open Directory Information from the date this form is received in my student's school office.

- I **cancel** my withhold request and now authorize my student's Directory Information to be *released*.

Please Print:

Student's Name _____

(please print)

Student's School _____ Grade _____

Signature _____ Date _____

Parent / Guardian / Student if 18 years or older

(instructions on reverse)