

2022-23

Permission to Withhold Student 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 or fundraising 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, if desired.

Directory Information includes the following:

- Student's name
- Address
- Telephone listings
- Electronic mail address
- Photograph and audio/video depiction
- Student's projects/artwork
- Date of birth
- Major field of study
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended

Please note that this form does not cover public events where media may be present outside of school hours, such as concerts, athletic activities, fairs, etc.

This form should be submitted annually at <https://link.nsd.org/FERPA> or printed and sent to your student's school office on or before October 14 of the current school year. There are three options or levels for withholding Student Directory information for K-12 students. You may only choose one option. Details can be found on reverse side of this form.

- Withhold directory information from everyone (includes district and out of district requests)
- Withhold directory information from everyone except for district or district-directed purposes
- Withhold directory information from everyone except for district or district-directed purposes, or to School Support organizations as defined by Board Policy 3250

This form should be submitted annually at <https://link.nsd.org/FERPA> or printed and sent to your student's school office on or before October 14 of the current school year. Forms will be accepted after the deadline, but the district cannot be responsible for the release of Directory Information **if the Permission to Withhold Student Directory Information form is received** after the October 14 deadline of the current school year. Extractions of Directory Information to non- district persons or outside organizations will not be processed between the first day of school and October 14 of the current school year.

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

The withhold directory flag will remain on your student's record 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 Student Directory Information, you may authorize the cancellation of your request at any time during the current school year.

Please use one form for each child in your household. This form is available online or may be printed and sent to your student's school.

2022-23

Permission to Withhold Student Directory Information

Only complete and return this form IF YOU WISH TO OPT OUT as described below.

Student Directory Information (defined on the reverse side) may be released to requestors pursuant to Board Policy 3250. If you wish to **withhold** or limit permission to release this information, please submit the form electronically annually at <https://link.nsd.org/FERPA> or print and **complete this form by checking one of the options below**. Sign the form and return to your student's school. Complete a separate form for each student. Unsigned or undated forms will not be processed.

Student's Name _____

Student's School _____

Grade _____

Grades K-12: (you may choose only one option)

- ☐ I want my student's Directory Information **withheld from everyone and everything; opt out of everything.**

Please read carefully: Selecting this option means that your student's Directory Information **will not be shared** with any person, entity or organization. The district would be unable to release your student's Directory Information for school directories (including the PTA directory); student annuals and yearbooks; commencement and athletic programs and events; district and school websites, publications, media/social media communications, school support organizations; and similar purposes. This includes both in-person and virtual instruction and events.

- ☐ I want my student's Directory Information **withheld only when responding to requests from outside organizations.**

- This means only district or district-directed use of Student Directory Information is permitted, which includes:
 - Student Annuals and Yearbooks
 - Commencement and Athletic Programs and Events
 - Student images (photo/audio/video) and student's work for district and school websites, publications, media/social media communications; and/or similar purposes. This includes both in-person and virtual instruction and events.
 - Your student's directory information **will not be** released to PTSA, Northshore Schools Foundation, Recognized School Booster Clubs, Parent Advisory Boards, or **any outside organizations.**

- ☐ I want my student's Directory Information **withheld only when responding to requests from outside organizations other than School Support Organizations as defined by Board Policy 4210.**

- This means that district or non-district directed use of Student Directory Information is permitted, as described in the option above; and
- Student Directory Information **may be** shared with the following School Support Organizations as defined by Board Policy 4210:
 - PTSA (includes the PTA directory)
 - Northshore Schools Foundation
 - Recognized School Booster Clubs and Parent Advisory Boards
- Your student's directory information **will not be** released to **any other outside organizations or individuals.**

Additional Options for Grades 9-12 only: (you may choose more than one)

- ☐ I want my student's Directory Information **withheld** from the military
- ☐ I want my student's Directory Information **withheld** from post-secondary educational institutions.

Cancellation: (for Grades K-12)

- ☐ I **cancel** all previous requests to **withhold** permission to release Student Directory Information this school year as of the date below and authorize it to be released consistent with FERPA and District policy.

Signature _____
Parent / Guardian / Student if 18 years or older

Date _____

Return this form to your school office by Oct. 14, 2022, ONLY IF YOU WISH TO OPT OUT OF ANY OF THE ABOVE.