

Student Directory Information & Photo Release “Opt Out” Form

Please do ***not*** return this form unless you want BISD to withhold your student’s directory information or personally identifiable photographs as outlined below.

Student Name: _____ Grade: _____

School: _____ School Year: _____

The Family Educational Rights and Privacy Act (FERPA*) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the Inclusion of Information about the student’s directory information, photo/image and student work. If you wish to opt out, you must check the desired box(es) below and return this form **no later than Sept. 30 or ten days following the student’s enrollment in the District, whichever is later.**

Your selection(s) remain in effect until you rescind your decision in writing, or the student graduates.

Public Purposes: Please DO NOT include my student’s DIRECTORY INFORMATION including personally identifiable photos for public purpose such as:

- District, school and teacher websites
- BISD’s social media
- Public news releases for newspaper articles and media stories
- School awards
- District-initiated television or other media

District / School Purposes: Please DO NOT include my student’s DIRECTORY INFORMATION including personally identifiable photos for district/school purposes such as:

- Yearbook
- Graduation, theater, athletic programs
- Student newspapers
- PT(S)O-sponsored student/family directory

Armed Forces / Military Recruiters: Please DO NOT release my student’s DIRECTORY INFORMATION to the Armed Forces or Military Recruiters.

Parent/Guardian Name (please print): _____ Date: _____

Parent/Guardian Signature: _____

**Additional FERPA information is provided on the back of this form*

About FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible" students.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- To comply with a judicial order or lawfully issued subpoena
- Specified officials for audit or evaluation purposes
- Accrediting organizations
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Other schools to which a student is transferring
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system, pursuant to specific State law

Student Directory Information

- The Student's name, address, telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors, awards & degrees received
- School and grade level
- The most recent previous educational agency or institution attended by the student
- Photographs, videos and other similar information

Public disclosure of student directory information may occur in many ways such as:

- Photographs and articles on the district and school websites
- Scholarships and other awards
- Articles and press releases about school activities and events

School disclosure of student directory information may occur in many ways such as:

- School yearbooks (including photos)
- Team rosters and class lists
- Graduation, theater athletic and music programs
- Video performances, school activities and athletic events

Release of Directory Information to the Armed Forces (for high school students only)

The No Child Left Behind Act of 2001 (NCLB) and the National Defense Authorization Act for Fiscal Year 2002 both require high schools to provide military recruiters with access to directory-type information for secondary school students. Upon request, and after notifying parents, schools must release to military recruiters the name, address and telephone numbers of high school juniors and seniors, unless the parent or eligible student has opted out of the release of this information to military recruiters.

District Publishing of Pictures, Videos and Student Art/Work in Schools

Bainbridge Island School District likes to celebrate the achievements of our students and staff. Throughout the year, district staff may take photographs of students and school activities. These photographs may appear in various district materials including the district website (www.bisd303.org), newsletters and brochures.