

## Media Opt Out Form

State law allows for the release of student directory information, which is information that is generally not considered harmful or an invasion of privacy if released, to parties outside the school district unless the adult student, parent, legal guardian, or guardian ad litem issues a written exception. Directory data means those records that include student's name; address; telephone listing; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; photographs; degrees, honors and awards received; date and place of birth; and the name of the most recent educational agency or institution attended. Parent email may also be provided for institutions to contact parents if necessary.

In addition, federal law requires that educational agencies provide military recruiters with names, addresses, and telephone numbers of students unless parents opt out of the public, nonconsensual disclosure of directory information.

If parents/guardians do not want all or part of any directory data for their child to be released without their prior consent, please complete this form. There are several different areas where this request could be made. Please check any or all of the areas you would like to withhold the release of directory data for your child.

- Higher Education** – Excludes student information from being sent to institutions of higher education.
- Military Use** – Excludes student information from being sent to military recruiters.
- Public Use** – Excludes student information from being sent outside the district to entities such as newspapers, photographers, driving schools, etc.
- Local Use** – Excludes student information and photos from being sent within the district for things like websites, yearbooks, class lists, sports information such as rosters and programs, or articles where student directory information is identified.
- District Use** – Excludes student information from being included in the school's family directory.
- LifeTouch National School Studios** may email parents information regarding picture day and picture ordering options. – Excludes the parent email from being provided to LifeTouch National School Studios.

**Student Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent/Guardian Name/Address** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date\*** \_\_\_\_\_

**Parent/Guardian or Student if 18 years or older**

\*This form will be in effect on the date it is signed and will be valid indefinitely unless you notify the school in writing that directory data can again be released. Please return to the building secretary at the elementary schools or the registrar at the secondary schools.