FERPA DIRECTORY INFORMATION

**OPT-OUT**[[1]](#endnote-1)

School Year 202\_ - 202\_

The Family Education Rights Privacy Act (FERPA) is a federal law that protects student education records from disclosure without parent/guardian or eligible student (age 18 or older) consent. An exception allows educational agencies to disclose certain “directory information” without consent. This information can only be disclosed if “it would not generally be considered harmful, or an invasion of privacy is disclosed.”

Examples of how this information may be used include but are not limited to honor roll and recognition lists, PTA membership, school play and concert programs, graduation programs and sports activity sheets (such as football showing the weight and height of team members).

[**school/district name**] has determined that the following information is directory information (the below serve as examples only and are not a comprehensive list of potential directory information):

\_\_ Students’ Name

\_\_ Parent’s Name

\_\_ Parent’s Email address

\_\_ Grade Level

\_\_ Address

\_\_ Activities Participation

\_\_ Honors and Awards

\_\_ Sports weight and height

\_\_ Student Yearbook

If you do not want [**school/district name**] \_\_\_\_\_\_\_\_\_to disclose any of the above information as directory, please check the information above that you **do not want disclosed** and return this form to:

[**school/district administrator**] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s First and Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For help with this form or understanding your rights or if you change your mind and wish to opt back in, please contact:

[**school/district administrator**] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *This form is an example only and there is no requirement that the form, the list of proposed directory information or the list of proposed uses of directory information be adopted by an educational agency. However, educational agency’s that adopt a directory information policy must comply with the requirements of 34 CFR § 99.37.* [↑](#endnote-ref-1)