

## NOTICE OF DIRECTORY INFORMATION OPT OUT

The *Family Educational Rights and Privacy Act of 1974* (FERPA) provides that a student's education records are generally confidential. The records won't be released to a third party without a parent's or college student's consent. There are some exceptions, however.

The law allows your school to release publicly "directory information" about a student without consent. Directory information contains personal and identifiable information. Once this information is disclosed, anyone can use the information as they please. Marketers, profilers, and identity thieves value student information and can use it for years.

You can protect your student's personal information by opting-out of disclosure. Just complete and sign the Form below. **Return the form to your school within the first 30 days of school.**

I request the withholding of all personally identifiable information that the school treats as directory information under FERPA other than information identified in the checked boxes below. I understand that upon submission of this Form, the information cannot be released to third parties without my written consent or unless the school is required by law or permitted under FERPA to release such information without my prior written consent.

**Check a box below ONLY if you want to allow the school to disclose the information as directory information. These are the most sensitive types of personal information.**

- Home address
- Telephone number (allows location tracking if cell phone # is listed)
- E-mail address (can be used by marketers and identity thieves)
- Date of birth (valuable information to identity thieves)
- Place of birth (may identify a student's ethnicity & nationality)

If you want your child included in a yearbook, honor role, graduation program, or sports activity sheet, check one or more of the boxes below to allow disclosure.

- Name
- Photographic, video or electronic images (doesn't include student ID photo)
- Participation in officially recognized activities and sports
- Weight /height for members of athletic teams
- Awards and honors received

Other types of information sometimes treated as directory information are listed next. If you want to allow disclosure of any of this information, check the appropriate box below:

- Most recent institution attended
- Dates of attendance
- Major field(s) of study
- Degree(s) received
- Student ID number, user ID, or other unique personal identifier (not SSN)

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