



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Use of student photos and directory information opt-out form

Please return this form by October 1 to your child's school if:

1. You don't want your child's photo or information used as explained in box 1 below.
2. You have a high school student. (see box 2 below)

1.	DIRECTORY INFORMATION, SCHOOL-RELATED PUBLICATIONS/ MEDIA COVERAGE (Coupeville School District does not release address and phone number information except as noted in #2 below)	
<i>If you leave an item blank, we assume we have your permission to release the designated information. If you check "no" to an item, the designated information about your child will not be shared.</i>		NO
My child's photo and name may be used in a school yearbook, newspaper and/or in PRINT. (The most frequent use of photos and names in print is in connection with school activities, graduation, recognitions, awards and/or honors.)		
My student's photo and name may be used by the district or school ONLINE. (The most frequent use of photos and names online is in connection with school activities, graduation, recognitions, awards and/or honors.)		
My child's photo and name may be released to non-district news media. NONDISTRICT NEWS MEDIA, including PTSA, frequently produce stories about students, student accomplishments, schools or school programs and events.		
Directory information (as defined on the back of this form) about my child for any use. Marking "no" will make your child's photo and name unavailable for any of the above uses, including honors and recognition.		

2.	HIGH SCHOOL STUDENTS ONLY - DIRECTORY INFORMATION FOR MILITARY AND COLLEGES	
<i>If you leave an item blank, we assume we have your permission to release the information.</i>		NO
My child's directory information and address and telephone number may be released to:	Military recruiters	
	Institutions of higher learning	

Student Name (please print)

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

For the definition of directory information and each of the sections above, see back of this page.

Explanation

The federal Family Educational Rights and Privacy Act (FERPA) allows school districts to define “directory information”, and then release only that information unless you request that information not be released.

If you check “NO” for an item on the other side of this page, we cannot and will not release the information you specified. When we are asked for “directory information” about a student, we release only the information needed for the particular purpose. Unless the student is on a sports team, we usually only release the student’s name, age or grade and school.

1. DIRECTORY INFORMATION, SCHOOL DISTRICT PUBLICATIONS/NEWS MEDIA USE

Directory information is student’s name, grade level, dates of enrollment, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, schools attended in the district; work created for school-related publication and purposes, and *photographs for school-related publications and purposes*. (District Policy 3530). We only share student addresses or phone numbers when such requests come from the military or institutions of higher learning (as explained below).

2. DIRECTORY INFORMATION FOR MILITARY AND COLLEGES (applies to high school students only)

The military and institutions of higher learning request high school students’ directory information, and by federal law, we must also provide the student’s address and phone number. We provide that information on or about October 15 each year to these groups. If you check “NO” in sections 2 on the other side of this page, and if we receive your form by October 1, we will not release your student’s directory information. If your student’s form is returned **after** October 1, be aware that we may have already released your student’s information.

The district provides equal educational opportunity and treatment in all programs and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sexual orientation (gender expression or identity), marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district provides the Boy Scouts of America, and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society, equal access to school facilities. [Board policy 3210]

