► Appendix A – Directory Information Opt-Out Form

Appendix A – DIRECTORY INFORMATION OPT-OUT FORM

Student Name (please print)				
	Last Name	**First Name**	**MI**	**Student ID#**

Date of Birth	**School**	**Grade**

Directory Information Opt-Out

The district shall make available, upon request, certain information known as "directory information" without prior permission of the parents or the eligible student. Directory information means information contained in an educational record of a student that would not be considered harmful or an invasion of privacy if disclosed.

The board designates as student "directory information": A student's name; photograph; address; telephone number, if it is a listed number; e-mail address; date and place of birth; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended.

The primary purpose of directory information is to allow the School Board of Polk County, Florida (SBPC) to include information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs, and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

If you do not want the School Board of Polk County, Florida (SBPC) to disclose (release) directory information from your child's educational records in accordance with Federal Law[1], please make your selection(s) below:

☐	**DO NOT RELEASE** my child's directory information to any outside entities with the exception of colleges, universities, and military. Directory information will still be provided in school/district publications, yearbooks, and media, unless specified below:
☐	**DO NOT RELEASE** my child's directory information for use in the **YEARBOOK** which includes name and photo/video image.
☐	**DO NOT RELEASE** my child's directory information which includes name and photo/video image for use in **MEDIA** (the various means of mass communications, including television, websites, radio, magazines, newspaper, and Facebook).
☐	**DO NOT RELEASE** my child's directory information to any **MILITARY** recruiter
☐	**DO NOT RELEASE** my child's directory information to higher **EDUCATIONAL COLLEGES** and **UNIVERSITIES.**

PARENTAL SIGNATURE

I understand that by completing and submitting this form, SBPC will restrict the release of this type of information from my child's educational records and that SBPC has no further obligation to contact me on a case-by-case basis to request my consent for the disclosure of directory information. You must return this form to your child's school within two (2) weeks of starting school. If not received within that timeframe, it will be assumed that the above information may be released to the extent disclosure is permissible by the Family Educational Rights and Privacy Act (FERPA). Please note that, in certain situations, Federal and State Law may permit or require the disclosure of the information listed above to authorized persons or entities, even if you have opted out of its disclosure as directory information. Selections made will remain in effect until a change is submitted.

Name of Parent (please print)	Signature of Parent	Date

[1] The Family Educational Rights and Privacy Act (20 U.S.C. § 1232 g.), Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110), and the National Defense Authorization Act for Fiscal Year 2002, (P.L. 107) U.S.C. 503, as amended by Section 544.