



Federal Family Educational Rights and Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) allows school districts to release "directory information," and/or your child's photo to the media and others **unless** you request that information **not** be released. By Board Procedure 3235P, such information will not be released for commercial purposes.

Please return this form to your student's school. A separate form is required for each student. **It is important that you return this form if you do not want information or photos released about your student.**

San Juan Island School District will assume we have your permission to release information or photos for any box left blank below, or if you do not return this form.

For the definition of "Directory Information" and each of the sections below, see reverse side of this page.

1.	Directory Information, School District Publications/News Media/Community Youth Serving Non-Profit Organizations	NO
Print my child's name and photo in the school's yearbook; and print my child's directory information in sports and activity rosters; and print my child's name, grade, parent name and phone number in the student directory that is distributed to all students and families (District defined as <i>Local</i> information).		
Allow my child's directory information, including their name, photo, and work to be published on the school/district's website/newsletters/social media pages (names and photos are never published together on the website) (District defined as <i>District</i> information).		
Allow "Directory information" about my child to be released for non-school district newspapers and other non-school district news media sources / and to San Juan community youth-serving organizations such as PTAs, sports groups, and school support organizations (District defined as <i>Public</i> information).		
2.	Directory Information for Military and Colleges Please note: Disclosure is required by law unless you check "NO"	NO
Release "Directory Information" to military recruiters		
Release "Directory Information" to institutions of higher learning		
3.	Free and Reduced Lunch Eligibility Information Access	YES
Free and Reduced Lunch program eligibility is protected information. If your student is or becomes eligible, do you give permission for school office staff to access this information solely for purposes of applying additional benefits such as discounts on AP exams, extracurricular activity fees (sports), and possible reduction in other school fees?		
4.	Please sign this form	
Student Name (Please Print)		Parent/Guardian Name (Please Print)
Student ID Number If available)		Parent/Guardian Signature Date

If you have any questions about this form, please call the SJISD District Office – 378-4133

What is "Directory Information?"

The Federal Family Educational Rights and Privacy Act (FERPA) allows school districts to release "directory information" and/or your child's photo, to the media and others 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 specified by you. When we are asked for "directory information" about a student, we release **only the information needed for a particular news story or purpose**. By policy, **we never release information for commercial purposes**.

1. Directory Information, School District Publications, News Media Use, and Community Youth Serving Non-Profit Organizations.

Photo and Directory Information:

Directory information is defined as the student's name, grade level, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended. (District Procedure 3600P)

When your child wins an honor or is working on an exciting project, we may want to write about it and use your child's photo or show your child's work in some of our district publications. Often local newspaper reporters are in our buildings to write stories and take pictures about student learning and activities. The PTAs and SJ Schools Foundation produce and distribute student phone directories to all of our families. We do not release information about a student to anyone who wants to use it for commercial purposes, though we do release information to the companies that are contracted to produce our student yearbooks, and photographs. ***We limit the release of information to only that which is necessary for a particular purpose approved by the District.***

2. Directory Information for Military and Colleges – for high school students only.

Military and Institutions of Higher Learning:

The military and institutions of higher learning request high school students' directory information. Because of a recent federal law, we **must** release the email address, phone number, and mailing address of high school students and their parent(s)/guardian(s) to institutions of higher learning. Additionally, under federal law we **must** release high school student's telephone numbers and addresses to the military. Check "NO" in the appropriate box of section 2, on the reverse side of this form if you do not want that information released. We provide that information to these groups after September 15th. If you check "NO" in section 2 on the other side of this page and we receive your form by September 15th, we will not release your or your student's directory information.

Revised - May 27, 2025