

# SAN JUAN ISLAND SCHOOL DISTRICT

## 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 3600P, such information will not be released for commercial purposes.

Please return this form by **September 15<sup>th</sup>** 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:		
<b>I Request "No" for the following categories:</b>		<b>Office code</b>	<b>Check NO</b>
Printing my child's name, grade, parent name and phone number in the student directory that is distributed to all students and families (defined as <i>Local</i> information).		<b>L</b>	
Printing my child's photo in the school's yearbook (defined as <i>Local</i> information).		<b>L</b>	
Allowing my child's photo to be used in the school/district's publications/news media (defined as <i>District</i> information)		<b>D</b>	
Allowing work created by my student to be used in district or local news publications (defined as <i>District</i> information).		<b>D</b>	
Allowing "Directory information" about my child to be released for district publications/news media/ and to San Juan community youth serving organizations such as PTAs, sports groups, and school support organizations (defined as <i>Public</i> information).		<b>P</b>	
Allowing my child's name or photo to be published on the District's web site (names and photos are never published together on the web site) (defined as <i>Public</i> information).		<b>P</b>	

2.	Military and Colleges		
Please note: Disclosure is required by law unless you check "NO"			
<b>I Request "No" for the following categories:</b>		<b>Office code</b>	<b>Check NO</b>
Releasing "Directory Information" to military recruiters			
Releasing "Directory Information" to institutions of higher learning			

3.	Please sign this form	
<i>Student Name ( Please Print)</i>	<i>Parent/Guardian Name ( Please Print)</i>	
<i>Student ID Number ( If available)</i>	<i>Parent/Guardian Signature</i>	<i>Date</i>

If you have any questions about this form, please call the SJISD District Office at 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, telephone number, date 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 your high school student's telephone number and address to these organizations unless you tell us not to by checking “NO” in the appropriate box of section 2, on the reverse side of this form. We provide that information to these groups after September 15<sup>th</sup>. If you check “NO” in section 2 on the other side of this page and we receive your form by September 15<sup>th</sup>, we will not release your student's directory information.

revised - March14, 2018