

**WILLARD CITY SCHOOL DISTRICT**  
Release of Student Directory Information Opt-Out Form

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information ; however, schools do use discretion when they receive requests for directory information and will not release such information if it is the principal's judgment that releasing such information would not be in the best interest of the student.

Examples of general directory information are:

- name, address, telephone listing, electronic mail address
- date and place of birth, photographs
- participation in officially recognized activities and sports
- field of study
- weight and height of athletes
- enrollment status
- degrees and awards received
- dates of attendance
- most recent previous school attended
- grade level

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, trade/technical schools, and potential employers.

In addition, Federal No Child Left Behind legislation provides that all branches of the military have access to three directory information categories – names, addresses, and telephone listings – unless parents (or students) have advised the school that they do not want their student's information disclosed without prior written consent.

Parents have the right to have directory information withheld upon written request. If you prefer to deny release of your student's directory information, please complete the form below and return it to your child's school.

**Only return this form to your child's school if you are requesting to withhold directory information.**

**RELEASE OF STUDENT INFORMATION – REQUEST FOR WAIVER**

I request that directory information for my child **NOT** be released:

- Withhold directory information from all agencies and organizations
- Withhold information from Military only (**applies to high school students only**, parent signature not required)

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

School of Attendance \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date Signed \_\_\_\_\_ Date Received by School \_\_\_\_\_

The written request to withhold directory information is due to the school the student is attending by **October 1<sup>st</sup>**. If enrolled after October 1<sup>st</sup>, the written request is due within two weeks of enrollment. The request to withhold directory information will be in effect from the date it is received by the school.