

Epping School District  
**Student Directory Information Opt Out Form**

*(This is a double sided form. If this form is not returned by Sept 9th - consent to release information will be assumed)*

Dear Parent/Guardian:

The Family Educational Rights and Privacy (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated 'Directory Information' unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- A playbill or program, showing your child's role in a drama or music production
- The annual yearbook
- Honor roll or other recognition lists published at school or in newspapers
- Graduation programs
- Sports statistics listed in programs, such as football which may include height/weight of athletes
- School or district website

Directory information can also be disclosed to outside organizations without a parent's/guardian's written consent. Outside organizations include, but are not limited to: Institutions of higher education the student is seeking to attend (transcripts, etc); scholarship programs; class ring manufacturers; state or federal authorities; evaluating programs; or enforcing state or federal laws; a court by order of a subpoena.

The school district has designated the following as Directory Information:

<ul style="list-style-type: none"> <li>✓ Students name</li> <li>✓ Grade level</li> <li>✓ Participation in officially recognized sports or activities</li> <li>✓ Honors and awards</li> </ul>	<ul style="list-style-type: none"> <li>✓ Dates of attendance</li> <li>✓ Height and weight</li> <li>✓ Photos and videos</li> </ul>
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Please complete the lower portion of this form and return the entire form to the school by  
**SEPTEMBER 9, 2011.**

To be completed by a Parent/Guardian:

*'I understand that by disallowing my student's Directory Information from being released (**military listed separately on reverse**) that my student will NOT be in the yearbook or allowed to participate in sports, musical or theatrical productions. I further understand that honor roll, awards, and graduation will not be publicly recognized (published in the paper or announced at events open to the public). **PLEASE CHOOSE ONE:***

- I do **NOT** object to the release of my student's information and have read and understand the statement above
- I **DO** object to the release of my student's information and have read and understand the statement above

Student Name (please print):	School: HS: _____ MS: _____ Elem: _____
Parent/Guardian Name (please print):	
Parent/Guardian Signature:	Date: ____/____/____

*See Reverse for Additional Information*

Epping School District  
Access to Student Information  
by Military or College Recruiters *(for HS use only)*

*(This is a double sided form. If this form is not returned by Sept 30<sup>th</sup> - consent to release information will be assumed)*

Dear Parent/Guardian and Secondary Students:

Our district receives funds from the federal government under the *No Child Left Behind Act of 2001*. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address and telephone number NOT be released by the district *without prior written parental consent*. If you would like to make such a request, please complete the following and return it to your child's school.

Please complete the lower portion of this form and return the entire form to the school by  
**SEPTEMBER 9, 2011.**

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To be completed by a Parent/Guardian:

*'I understand the district must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups without prior written parental consent.'*

**Military Recruiters** *(please check one):*

- I do **NOT** object to the release of my student's information and have read and understand the statement above  
 I **DO** object to the release of my student's information and have read and understand the statement above

**College, University or Institutions of Higher Learning Recruiters** *(please check one):*

- I do **NOT** object to the release of my student's information and have read and understand the statement above  
 I **DO** object to the release of my student's information and have read and understand the statement above

Student Name (please print):	School: HS: _____ MS: _____ Elem: _____
Parent/Guardian Name (please print):	
Parent/Guardian Signature:	Date: ____/____/____