



STUDENT DIRECTORY INFORMATION OPT-OUT FORM

Signing this form is optional. Sign and Return this form only if you do not wish to have some or all directory information released.

The District is required to obtain your written consent prior to releasing educational records or personally identifiable information concerning your student. Federal law provides a number of exceptions to this requirement, for example, when releasing information to other school and District officials, to the Arizona and United States Department of Education, to other schools where your student seeks to enroll, and for other exceptions provided by law. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District's procedures. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications.

NOTE: Your student's home address, home telephone number, and e-mail address, will ONLY be released as "directory information" under the following circumstances and to the following individuals and groups without your written consent: (1) Kyrene School District-affiliated and approved groups or vendors [e.g. student groups and clubs (yearbook, student newspapers, student council, band, National Junior Honor Society, and the like); student athletic teams; parent booster clubs; site council; parent-teacher groups, and the like]. This information will not be considered "directory information" if being requested by an individual or group that does not conform to the requirements above (e.g. for-profit businesses that are not District-approved vendors, outside media groups, and the like). In those circumstances, your student's home address, and e-mail address, will not be released unless the District has obtained written consent provided by the parent/guardian or eligible student.

RELEASE OF STUDENT RECORDS AND DIRECTORY INFORMATION Kyrene's policies and procedures for maintaining student records are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, parents/guardians have the right to access and review the educational records of their children. FERPA also mandates that school employees keep educational records confidential. FERPA and Board Policy limit the information that can be released without the permission of parents/guardians. The Kyrene School District designates personally-identifiable information as "directory information" and may disclose this information without prior written consent unless the parents or legal guardians of the student notifies the District, in writing, by the end of the second week of (1) a new school year, or (2) after the student enrolls, whichever is later that they do not want the District to disclose any or all of the types of information designated as directory information without prior consent. Unless modified by the written direction of the student's parents/guardians, this designation will remain in effect through the remainder of the school year. Please give careful consideration before directing the

school not to release "directory information." There are instances in which parents/guardians may desire the disclosure of "directory information,".

Examples Include:

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

TO: Principal: I DO NOT wish to have the KSD disclose the directory information checked below under any circumstance. The checked information will not be released to or used for, or placed on athletic/activity rosters, or school programs, and photographs will not appear in the yearbook or other similarities for:

PARENT/LEGAL GUARDIAN: _____

DATE: _____

ITEMS CHECKED BELOW WILL NOT BE RELEASED AS DIRECTORY INFORMATION

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| ☐ Student's name | ☐ The most recent school or school district the student last attended before enrollment in Kyrene. |
| ☐ Student's Address | ☐ Student ID number, user ID or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one of more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user; and |
| ☐ Telephone Listing | ☐ A Student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors and authenticate the user's identity such as a PIN, password, or other factor known or possessed only by the authorized use. |
| ☐ Parent/Guardian electronic mail address | |
| ☐ Student's Photograph | |
| ☐ Student's Date and place of birth | |
| ☐ Teacher Name | |
| ☐ Ethnicity | |
| ☐ Gender | |
| ☐ Date of attendance at current school | |
| ☐ Grade Level | |
| ☐ Participation in officially recognized activities and sports | |
| ☐ Height and weight of members of athletic teams | |
| ☐ Honors and awards received | |