

Parent or Guardian: ONLY complete and return this entire form IF you wish to OPT OUT of the release of all Directory Information



Chapel Hill-Carrboro City Schools Student Directory Information (and photographs) Opt-Out Form

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (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**". Parents have the right to opt-out of the release of directory information, using this form.

The primary use for Directory Information is to identify or recognize students in school and district publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school and district publications are:

- *A playbill or program, showing your student's role in a drama or music production.*
- *The annual yearbook.*
- *Graduation programs.*
- *Honor roll or other recognition lists published at school or in local news media.*
- *Sports programs, which may include height and weight of athletes.*
- *A school or individual staff member's professionally recognized social media platforms, as well as the district's social media platforms, used to recognize awards, achievements, positive accomplishments and other topics of school or district significance (local news media may also use this as a source of news content.)*

Directory Information can also be disclosed to outside organizations, such as (but not limited to): Institutions of higher education the student is seeking to attend (transcripts, etc.); scholarship programs; class ring manufacturers.

The Board has designated four categories of directory information that may be released:

Category One: The following student record information may be disclosed without parental consent to (1) official representatives of law enforcement; (2) official representatives of Orange County Health and Human Services; and (3) authorized third parties for purposes of administering student award and honor programs:

- (1) Name;
- (2) Address;
- (3) Telephone listing;
- (4) Email address;
- (5) Date of birth;
- (6) Dates of attendance (in years, semesters, or other academic periods);
- (7) Grade level;
- (8) Diplomas (including graduation awards and honors earned); and
- (9) Most recent school or educational institution attended by the student.

Category Two: The Board further designates the following student record information as directory information that may be disclosed without parental consent in official school or district-sponsored publications such as yearbooks; awards or honors programs; websites; athletic, music, or drama programs; and team rosters for athletic teams and other competitive interscholastic clubs:

- (1) Name;
- (2) Photograph;
- (3) Age (in years);
- (4) Participation in officially recognized activities and sports;
- (5) Height and weight of members of athletic teams;
- (6) Official honors or awards received;
- (7) Grade level; and
- (8) Most recent previous school or education institution attended by the student.
- (9) A staff member's pictures or videos taken on buses, on school grounds, in school buildings and at school field trips or activities with the intent of sharing with parents or larger audiences in a positive manner (unless the picture or video may reveal confidential information.)
- (10) A school, staff member or classroom's webpage or social media presence displaying, in a positive manner, student work or pictures/videos of students engaged in school activities (photographs or audio/video recordings will often include only the student's first name, with no other information about the student, unless otherwise approved in advance.)

Category Three: The Board further designates the following student information as directory information that may be released to PTAs and PTSAs for the purpose of creating school directories:

- (1) Name;
- (2) Parent names, telephone listings, and e-mail addresses.

Category Four: The Board further designates the following information as directory information that may, at the discretion of the Communications Department, be released to the media in response to specific inquiries to confirm or deny facts that may be subject to public reporting when the Communications Department determines that release of such information is in the best interests of the school system and is not likely to compromise student safety or disrupt the educational environment:

- (1) Name;
- (2) Grade level; and
- (3) Most recent previous school or education institution attended by the student.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing using this form. **Please note that if you opt-out of the release of directory information, your child's information (including name and photo) will be excluded from the school yearbook and other school publications.**

Please complete the next page of this form and return to your child's school if you **do not** want your child's directory information disclosed. Once the form has been received by the school administration, you may be contacted in order to verify your intentions.

Parent or Guardian: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to the child's school. Please note that if you opt-out of the release of directory information, your child's information (including name and photo) will be excluded from the school yearbook and other school publications.

I do not want my child's Directory Information disclosed and request one of the following:

Do not release my student's directory information or photograph, at any time without my prior written consent.

Do not release my student's directory information at any time, except for PTA/PTSA directories.

Name of Student: _____ Date: _____

School: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Address: _____ City: _____

State: _____ Zip: _____

Telephone: _____ Email Address: _____

OFFICE USE ONLY

Student ID#	Date Received	School Representative	Confirmation Notation
-------------	---------------	-----------------------	-----------------------