

Request to Withhold Student Directory Information

**This form must be submitted annually to keep the restrictions active.
We will assume that permission has been granted if no documentation is on file.**

Student Last Name: _____ Student First Name: _____

School: _____ Grade: _____ School Year: _____

Please withhold directory information from:

- Military Recruiters – high school only
- Institutions of Higher Learning – high school only
- All others (newspapers, senior photographers, district/school website, etc.)

Please withhold the following designated categories:

- Student's name, address and phone number
- Parent's name, address and phone number
- Date and place of birth
- Major field of study
- Weight and height of members of athletic teams
- Dates of attendance
- Awards, honors and scholarships received
- Current school
- Photographs and videos
- Participation in officially recognized activities and sports

(athletics, graduation, music and theater programs, etc.)

Please be aware that ensuring student privacy is not possible at school or district sponsored public performances or athletic/activities events where cameras are permitted. Other students, parents, community members and news media may record/photograph/film at events and publicly share this information. By choosing to have their children participate in such activities and programs, parents/guardians are agreeing to this condition. Also, student-produced news is not legally considered student directory information. Parents/guardians who do not want their children included in student-produced news should not have their children pose for these photos or participate in student media. In addition, the district does not have control of outside news media/publications. News media access to non-public locations and events, such as inside a classroom, will be conditioned upon agreement to honor parent/guardian preferences.

Parent/Guardian Signature: _____ Date: _____

About FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission for the parent or eligible student in order to release any information from the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- ~ School officials with legitimate educational interest
- ~ Other schools to which a student is transferring
- ~ Specified officials for audit or evaluation purposes
- ~ Appropriate parties in connection with financial aid to a student
- ~ Accrediting Organizations
- ~ To comply with a judicial order or lawfully issued subpoena
- ~ Appropriate officials in cases of health and safety emergencies
- ~ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student Directory Information

Public Disclosure of Student Directory information – (For ALL Students Grades PreK-12)

In accordance with federal and state laws, the School District of Milton may release student directory information for various purposes. Student directory information is defined by the District's Board of Directors, and may include:

- ~ Student name, address and telephone number
- ~ Date and place of birth
- ~ Major field of study
- ~ Weight and height of members of athletic teams
- ~ Dates of attendance
- ~ Participation in officially recognized activities and sports
- ~ Honors, awards and degrees received
- ~ Current School
- ~ Photographs and videos

Public disclosure of student directory information may occur in many ways, such as:

- ~ School yearbook (including photos)
- ~ Team rosters and class lists
- ~ Graduation, theater, athletic and music programs
- ~ Video performances, school activities, and athletic events
- ~ Articles about school activities and athletic events
- ~ School honor roll, scholarships and other awards
- ~ Releases to media
- ~ District/school websites, Facebook and Twitter

Release of Directory Information to the ARMED FORCES – (For High School Students Only)

The No Child Left Behind Act of 2001 (NCLB) and the National Defense Authorization Act for Fiscal Year 2002 both require high schools to provide military recruiters with access to directory-type information on secondary school students. Upon request, and after notifying parents, schools must release to military recruiters the name, address and telephone numbers of high school juniors and seniors, unless the parent or eligible student has opted out of the release of this information to military recruiters. If you wish to opt out, you must check the appropriate box and turn in the form to your child's school.

Publishing of Pictures, Videos & Student Art/Work in Schools

School District of Milton likes to celebrate achievements of our students and staff. We routinely include pictures of students and/or their work in publications, on the district/school web pages and Facebook page. If you do not want your child's images used, you must check the appropriate box and turn in the form to your child's school.