



# Do Not Release Directory Information

P-190  
7/16

**Edmonds**  
SCHOOL DISTRICT

Each student learning, every day!

**Return this form ONLY if you do not want directory information released**

If you do not return this form, or if you leave a box in the chart below blank, we will assume to have your permission to release the information described below.

Please return this form by the first Friday in October to your student's school; a separate form is required for each student. If you enroll your student after the first Friday in October, please return the form within two weeks. The choices made on this form will remain on your student record as long as he/she is enrolled in the Edmonds School District, or submits a new form.

PLEASE PRINT

Student Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Last) (First) (Middle)

Parent/Guardian Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
(Last) (First) (Middle)

Current School Student is Attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

- For the definition of directory information, see "Directory Information: Opting Out of Its Release."
- Edmonds School District does not release information for commercial purposes or address and phone number information except as noted in #2 below.

## 1. Directory Information for Publications and News Media

<i>Write "No" to Opt Out. If you leave an item blank, we will assume we have your permission to release the designated information.</i>	<b>NO</b>
My student's photo and name may be used in a school's yearbook, school newsletter, sports rosters and/or in printed recognition programs, presentations or school publications. Note: opting out of this section may jeopardize participation in sports. (Local box in Skyward)	
My student's photo and name may be used in district publications on district or school websites and sent to news media for recognition of awards or accomplishments. (Public box in Skyward)	

## 2. Directory Information for Military and Colleges

<i>Write "No" to Opt Out. If you leave an item blank, we will assume we have your permission to release the designated information.</i>	<b>NO</b>
My student's directory information plus address and telephone number may be released to:	Military recruiters
	Institutions of higher learning

## 3. Resubmit with Changes

- I am turning in a new form because I said "NO" on a previous form and now want to release information indicated with "YES" above.

**Parent/Guardian or Qualified Student Signature:** \_\_\_\_\_

If you have any questions please call Communications & Public Relations at 425-431-7045

## Directory Information: Opting Out of Its Release

A federal law called the Family Educational Rights and Privacy Act (FERPA) gives schools and school districts the authority to release directory information about students unless requested that information not be released (Information is not released for commercial purposes).

The Edmonds School District uses the following definition:

Directory Information – is defined as the student's name, photograph, school, grade, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended.

The Do Not Release Directory Information form may be completed by a parent, guardian or a student over 18 years of age (eligible student). If you check “NO” for an item on the Do Not Release Directory Information form, we will not release the information you specified. When we are asked for “directory information” about a student, we release only the information needed for the particular purpose.

### **1. DIRECTORY INFORMATION FOR PUBLICATIONS AND NEWS MEDIA**

When a student wins an honor or is working on an exciting project, we may want to write about it and use the student's photo or show the student's work in some of our district publications, websites, on display at an administration building and/or tell the news media about the achievements. By not releasing any directory information in this section means that a student will not be mentioned in the school yearbook, in school newsletters and may jeopardize participation in sports.

### **2. DIRECTORY INFORMATION FOR MILITARY AND COLLEGES**

**(applies to high school students only)**

The military and institutions of higher learning request high school students' directory information, and by federal law we must include students' addresses and phone numbers. We provide that information on or about October 15 each year to these groups. If you check “NO” in section 2 on the form, and if we receive your form by the first Friday in October, we will not release your student's directory information. If your student's form is returned after the first Friday in October, be aware that we may have already released your student's information.

### **3. RESUBMIT WITH CHANGES**

Do Not Release Directory Information form will be electronically recorded and will not change through a student's career in the district. If you'd like to make changes to a previously completed form, use the same form and write “YES” or “NO” in the sections you'd like changed.

### **School Board Policies and Procedures are available online at**

***[www.edmonds.wednet.edu](http://www.edmonds.wednet.edu) under “About Us.”***

- Board Policy 8500 - Student Records
- Board Policy 8500 R1 – Student Records System procedures

For more information about directory information, call Communications & Public Relations at 425-431-7045.