



Opt Out Form

State law allows for the release of student directory information, which is information that is generally not considered harmful or an invasion of privacy if released, to parties outside the school district unless the adult student, parent, legal guardian, or guardian ad litem issues a written exception or updates their preferences in Family Access. Directory data means those records that include student’s name; recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record; school/grade level; degrees and awards received; participation in officially recognized activities and sports; weight and height of members of athletic teams; name of the school most recently/previously attended; and dates of attendance (not including daily attendance records).

In addition, federal law requires that educational agencies provide military recruiters with names, addresses, and telephone numbers of students unless parents opt out of the nonconsensual disclosure of directory information.

If parents/guardians do not want all or part of any directory data for their child to be released without their prior consent, please complete this form. There are several different areas where this request could be made. To prohibit the release of your child’s directory data, please check any or all of the boxes below.

- Higher Education** Excludes student information from being sent to institutions of higher education.
- Military** Excludes student information from being sent to military recruiters.
- Sales/Marketing** Excludes student information from being sent outside the District to entities such as photographers, driving schools, financial/credit card institutions, insurance providers, private schools, etc.
- Media** Excludes student information and photos from being sent to print and visual media including newspapers, TV stations, radio stations, District websites, newsletters and social media (i.e. Facebook, Twitter, etc.). (The ECASD does not publish names of students under age 13 in District print and visual media.)
- District** Excludes student information and photos from being sent within the District for things like yearbooks, shared class lists, sports information such as rosters and programs, or articles where student directory information is identified.
- Family Directory** Excludes student information from being included in the school’s family directory.

Student Name _____

Date of Birth _____ **Grade** _____

Parent/Guardian Name & Address _____

Signed _____ **Date** _____
Parent/Guardian or Student (if 18 years or older)

- **Grades PreK - 8 students:** This form will be in effect on the date it is signed through the end of grade 8.
- **Grades 9-12 students:** This form will be in effect on the date it is signed through the end of grade 12 and/or graduation. Forms signed before grade 9 do not apply to students in grades 9-12.
- Families may allow for the release of their child’s directory data by completing a new form without checking the boxes above and returning it to their child’s school or by updating preferences in Family Access.

Please return this form to the main office at your child’s school.

Updated July 2017