

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

INSTRUCTION

EDUCATIONAL PROGRAMS

STUDENT DIRECTORY DATA OPT-OUT FORM

347.1 - Exhibit

**OPT-OUT FROM STUDENT DIRECTORY DATA AND
DISCLOSURES OF STUDENT CONTACT INFORMATION**

(Completing this form is optional.)

The District has designated the following student information as “directory data” in order to facilitate each student’s full participation in a variety of school-related activities and publications (such as school yearbooks, acknowledging student awards/achievements, and creating programs for graduation ceremonies, athletic contests, and music/fine arts productions):

- name
- degrees and awards received by the student
- The name of the school most recently previously attended by the student
- recorded images of the student (when not separately maintained as behavioral records)
- participation in officially recognized activities and sports
- dates of attendance (not including daily attendance records)
- school/grade level
- weight and height of members of athletic teams
- date of birth

When information is designated as directory data, it means that the School District may generally disclose the information without obtaining advance consent, provided that the disclosure is consistent with applicable District policy and with the District’s directory data notice. Please be aware that student directory data may sometimes be disclosed to third parties who are not affiliated with the School District. However, parents and guardians (and students over age 18) have the right to notify the District, in writing, that any or all of a student’s directory data may not be disclosed without advance consent.

Independent of the District’s designation of student “directory data” items, federal law separately requires the District to provide institutions of higher education and military recruiters, upon their request, with high school students’ contact information unless an eligible student or the parent or guardian of a minor student has opted out of such disclosures. The contact information the District is required to provide to colleges and military recruiters includes a high school student’s name, address, and telephone number, and, for military recruiters only, a student’s electronic mail address. When the terms “contact information” or “student contact information” are used in this form, they are referring to those specific data items for **high school** students.

When a parent, guardian, or adult student wishes to opt-out of District disclosures of (1) student directory data; and/or (2) student contact information to military recruiters and institutions of higher education, they should fill out this OPTIONAL form and return the signed form to the main office of the school in which the student is currently enrolled.

A parent or guardian (or adult student, if applicable) may use this form to make, modify, or withdraw opt-out decisions at any time, but should allow a reasonable period of time for such decisions to be processed. Unless the District provides written notice to the contrary, an opt-out decision made using this form will remain in effect until it is modified or withdrawn by an appropriate party.

A copy of the District’s current directory data notice is included in all student handbooks and can also be obtained from any school office or from the District’s website

*First Reading of Updates: July 14, 2021
Second Reading/Approval of Updates: August 9, 2021*

**OPT-OUT FROM STUDENT DIRECTORY DATA AND
DISCLOSURES OF STUDENT CONTACT INFORMATION**
(Completing this form is optional.)

Before completing this form, please review all accompanying information, including the following:

- Opting out of the School District’s disclosure of directory data for certain uses that are in direct connection to school-sponsored activities and school-sponsored publications/communications may affect a student’s ability to fully participate in some school functions and activities.
- Opting out of the disclosure of directory data and contact information using this form does not prevent the School District from disclosing student records without consent (including records that contain directory data) if the District determines that there is a separate exception to the confidentiality of the records that authorizes the disclosure.
- A decision to opt out of the School District’s disclosure of a student’s name as directory data cannot be used to prevent the school from using, or requiring the student to use, the student’s name (or any equivalent identifier permitted by the school) in any school-sponsored ~~in the student’s curricular~~ activities (e.g., classes).

STUDENT’S NAME: _____

SCHOOL: _____ CURRENT GRADE: _____

NAME OF PERSON FILLING OUT THIS FORM: _____ DATE: _____

RELATIONSHIP TO STUDENT: parent guardian adult student (18 or over)

TELEPHONE OR EMAIL ADDRESS OF PERSON FILLING OUT THIS FORM: _____

NOTICE: Submitting this form replaces any previous opt-out elections that are on file for the student.

WITHDRAWAL OF PRIOR OPT-OUT ELECTIONS (if applicable):

- For all items covered by this form, I wish to **withdraw** all opt-out elections currently on file for the student identified above. (Check the box in this section and leave the rest of the form blank to select “no opt outs.”)
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MAKE A NEW OPT-OUT ELECTION (if any):

To choose “Level 0, do not check any boxes in this section. Otherwise, check no more than one of the remaining options to “opt-out” of the School District’s disclosure of the student’s “directory data” and contact information, as indicated, unless the District first obtains written consent for the disclosure.

Level 0 No restrictions:
Do not check any boxes in this section if you wish to allow the disclosure of student “directory data” as authorized by law and by School District policy.

Level 1 Some restrictions on disclosures to third parties:
 I am opting out of the District’s release of “directory data” information and, if applicable, student contact information to **non-District third parties except for** District-related organizations (e.g., a parent-school or booster group) and District-selected providers of school-based products/services for students (e.g., a school photographer or a vendor of school-branded clothing).

Level 2 No disclosures
 I am opting out of the District’s disclosure of “directory data” and, if to any third parties applicable, student contact information to **all non-District third parties, including** District-related organizations and District-selected providers of school-based commercial products/services for students.

Level 3 Most restrictive (please read the caution statement)
 To the extent possible, I am opting out of all disclosures of student “directory data” and, if applicable, all student contact information, whether for a school-related activity or for any other purpose. **CAUTION!** *This selection can affect the ability of the student to fully participate and be fully included in a variety of school activities and publications (including yearbooks, athletics, and various student recognition activities).*

FOR HIGH SCHOOL STUDENTS ONLY:

REQUESTS FOR STUDENT CONTACT INFORMATION FROM COLLEGES AND MILITARY RECRUITERS

Based on your selection in the previous section, complete **either** Part A **or** Part B, below.

COMPLETE ONLY PART A or PART B. DO NOT COMPLETE BOTH PARTS.
(this section applies only to high school students)

Part A

*If you selected **Level 0** above (i.e., no restrictions on student directory data), you still have the option to separately opt out of either or both of the following disclosures of a high school student's contact information:*

(Check one, both, or none of the boxes.)

The School District may **not** release the contact information of the student named on this form to **institutions of higher education** in the absence of written consent from a parent or guardian (or the adult student, if applicable).

The School District may **not** release the contact information of the student named on this form to **military recruiters** in the absence of written consent from a parent or guardian (or the adult student, if applicable).

IMPORTANT: Check neither box in Part A if you want the school district to provide the student's contact information to colleges and military recruiters.

Part B

*If you made a **Level 1, Level 2, or Level 3** opt out decision above, you may (but are not required to) grant specific consent for either or both of the following disclosures of student contact information: (Check one, both, or none of the boxes.)*

I consent to the disclosure of the student's name, address, and telephone number to **institutions of higher education**.

I consent to the disclosure of the student's name, address, telephone number, and email address, to **military recruiters**.

IMPORTANT: If you do not wish to grant specific consent for either of the disclosures listed above, then do not check any of the boxes in Part B.

CUSTOM/ALTERNATE OPT-OUT REQUEST (IF ANY, OR LEAVE BLANK IF NONE):

If the above options do not meet your needs, please describe your opt-out request here:

NOTICE: A completed form should be returned to the main office of the school that the student currently attends. Please contact the school office if you do not receive confirmation that the form was received.