



# STUDENT INFORMATION OPT-OUT FORM 2021-22

To be completed and returned **ONLY** if parents choose an opt-out option.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. Some student records are always prohibited from disclosure to the public unless the District obtains specific consent from parents or eligible students. Other student information is known as "directory information" and is generally subject to disclosure unless parents or eligible students exercise their right to "opt-out" of the release of directory information. "Directory information" is defined in detail on pages 2 and 3, and includes information such as name, dates of attendance, and honors and awards. This form provides parents and eligible students with an opportunity to "opt-out" of release of directory information.

- This election is good for the remainder of the current school year and must be completed annually.
- Please carefully review the definitions of these exemptions on pages 2 and 3 and keep for your records.
- If no documentation is on file, we will assume that the parent or eligible student does not opt-out of directory information and that permission for release of directory information has been granted.

Please review this 3-page form in detail, and then complete the section below **only if you choose to opt-out of the release of directory information. If you choose to opt-out of the release of directory information, please select one or more options below:**

- A – Please **do not** release my student's directory information to the **Armed Forces** (high school only).
- B – Please **do not** share/post/publish my student's image (photo or video) and/or student work defined as **Education Records**.
  - As a general rule, we ***do not*** identify students in photos used for the website, social media, etc.
  - Not all photos are considered Education Records, so some photos of your student may be lawfully shared, posted, or published even if you opt out here. You may only opt out of the release of photos that qualify as student records. Please see definitions page.
- C – Please **do not** include my student's information in **directory information** including, but not limited to:
  - Yearbooks
  - Sports and/or activity programs/rosters
  - Awards
- D – Please **do not** release my student's information to community partners (such as Kitsap Regional Library for the Student Library Account Program).

\_\_\_\_\_  
Parent/Guardian's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

# STUDENT INFORMATION OPT-OUT DEFINITIONS

**A. 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 required 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.

**B. Release of student image (photo/video) and/or artwork defined as “education records.”**

The Bremerton School District uses photos and videos of students engaged in educational activities and programs via channels such as Google Classroom, social media, the District website, and other District publications.

- The District may, without permission, post videos/photos that **are not** considered education records. See the table below for more information about what is and is not considered an education record.
- Photos/videos that **are** education records (other than directory information) will not be released without consent of the parent or eligible student, to the extent required by law.
- Parents and eligible students may opt-out of the release of directory information using this form.
- As a general rule, the District does **not** identify students in photos shared publicly (such as: District website, social media, publications).
- The District will obtain written consent from students/parents prior to any student (under age 18) being **interviewed** by the media.

	Image <b>is</b> considered an “education record”	Image <b>is not</b> considered an “education record”
	<i>Parents can choose to opt-out of these photos being used/released.</i>	<i>No parent permission needed for District to use these photos, and parents may not opt-out of the release of these images.</i>
<b>General Definition</b>	<b>A photo, video, or student artwork is defined as an education record when the photo or video is “directly related” to a student and maintained by an education agency or institution.</b>	<b>A photo, video, or student artwork is not considered an education record when the photo/video shows a student participating in a school activity that is “open to the public and/or without a specific focus on any individual.”</b>
<b>Photos taken at school events (such as school assemblies, graduations, concerts, athletic events)</b>	If the student photographed is identified by name.  If the student photographed is the focus of the photo/video.	If the student’s appearance in the photo/video is incidental or the student appears only in the background.
<b>Photos/videos taken of classroom or educational activities (in the classroom, class presentations, field trips)</b>	If photos/videos are shared publicly (such as on social media, teacher websites, the District website, District publications, or the media) or with individuals outside of the classroom who are not entitled to access the record under FERPA.	If photos/videos are shared in a secure, online tool such as Remind, Seesaw, or Google Classroom site that is closed to the public and only accessible by students in the class and/or their families.

# STUDENT INFORMATION OPT-OUT DEFINITIONS CONTINUED

## C. **Public Disclosure of student directory information (For ALL students grades PreK-12)**

FERPA defines “directory information” as information contained in a student’s education record that generally would not be considered harmful or an invasion of privacy if disclosed.

Directory information could include:

- Student name, address, and telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors, awards & degrees received
- School & grade level
- Previous educational agencies or institutions attended by the student

In accordance with federal and state laws, Bremerton School District may release student directory information for various purposes unless parents or eligible students opt-out using this form.

**Student directory information is further defined by the District’s Board of Directors, and may include:**

- School yearbooks (including photos)
- Team rosters and class lists
- Graduation, theater, athletic, and music programs
- Articles about school activities and athletic events
- School honor roll, scholarships and other awards
- Information provided to higher education

## D. **Release of student directory information to community partners**

**Kitsap Regional Library Student Accounts:** In order to provide student access to educational resources from the Kitsap Regional Library, Bremerton School District will share the following information to create student accounts unless parents or eligible students opt-out using this form: student name, address, date of birth, phone number and student ID number. No other information will be shared, and information shared with the Kitsap Regional Library will not be shared or used outside of the partnership.

*There are no other community partners with whom we share information at this time.*