



STUDENT INFORMATION OPT-OUT FORM 2024-25

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 generally subject to disclosure unless parents or eligible students exercise their right to "opt-out" of the release of that information. This form provides parents and eligible students with an opportunity to "opt-out" of release of specific types of information.

- This election is good for the remainder of the current school year and must be completed annually.
- If no documentation is on file, we will assume that the parent or eligible student does not opt-out of the release of student information as outlined below.

Please complete the section below **only if you choose to opt-out of the release of the student information.**

• **A – Please do not release my student's directory information with the Armed Forces (high school 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 students have opted out of the release of this information to military recruiters.

• **B – Please do not disclose/release my student's directory information.**

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. 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.

Student directory information is further defined by the District's Board of Directors and 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

Student directory information may be shared with institutions of higher education and/or included in:

- 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

-continued-

- **C – Please do not release my student’s information to community partners (such as Kitsap Regional Library for the Student Library Account Program).**

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.*

- **D – Please do not share/post/publish my student’s image (photo or video).**

The Bremerton School District utilizes photos and videos of students engaged in educational activities and programs in a variety of communication tools including, but not limited to, the District website, social media, calendars or other publications, Google Classroom, etc.

- As a general rule, we **do not** identify students in photos, unless the student is receiving recognition.
- A parent/guardian may opt out of the release of photos, videos and student work that are *defined as educational records*. If a parent/guardian has chosen to opt-out of the release of student photos/videos *that are defined as education records*, student photos will not be used by the District or media without consent of the parent or eligible student, to the extent required by law.
- Some photos/videos of your student are *not defined as educational records* and may still be lawfully shared, posted, or published even if you opt out. Please see the table below for more information about what is and is not considered an education record.

	Educational records	Not defined as an educational record
	A photo or video 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.	A photo or video 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.”
	<i>Parents can choose to opt-out of these photos being used/released.</i>	<i>No parent permission needed for the District to use these photos, and parents may not opt-out of the release of these images.</i>
Photos taken at school events (such as school assemblies, graduations, concerts, and athletic events that are open to families and/or to the public)	Photo or video is considered an educational record if the student photographed is <i>the focus</i> of the photo/video and/or the student photographed is identified by name.	A photo or video is not considered an education record if the student’s appearance in the photo/video is incidental or the student appears only in the background.
Photos/videos taken of classroom or educational activities (in the classroom, class presentations, field trips)	Photo or video is considered an educational record if 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.	A photo or video is not considered an education record 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.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date