



# STUDENT INFORMATION OPT-OUT FORM

## 2019-2020

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. Parents and eligible students have a right to opt-out of the release of student information.

- This opt-out form 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 permission for release of directory information has been granted.

Complete **only if you choose one** of the opt-out choices below:

- A** – Please **do not** release my student's directory information to the **Armed Forces** (for high school students 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 Educational Records. Please see definitions page.
- C** – Please **do not** provide my student's **directory information** for use in/by:
  - Yearbooks
  - Sports and/or activity programs/rosters
  - Awards
  - Higher education
- 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 Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian 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, teacher Google sites, the District website, and other District publications.

- Parents can choose to opt-out of the release/use of photos or student artwork defined as education records.
- The District may, without permission, post videos/photos that are **not** considered education records.
- 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.

	<b>Image <u>is</u> considered an “education record”</b>	<b>Image <u>is not</u> considered an “education record”</b>
	<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.</i>
<b>General Definition</b>	<b>A photo, video and student artwork are defined as educational records when the photo or video is “directly related” to a student and maintained by an educational agency or institution.</b>	<b>A photo, video and student artwork is not considered an educational records 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 event (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 or on a public platform (such as on social media, the District website, District publications, teacher Google sites or with/in the media).	If photos/videos are shared in a secure, online tool such as Remind or a Google Classroom site that is closed to the public and <i>only accessible</i> by students in the class and 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
- Photographs, videos, and other similar information (see guidelines below)

In accordance with federal and state laws, Bremerton School District may release student directory information for various purposes.

**Student directory information is 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 Account Program:** 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: 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.*