

Family Education Rights and Privacy Act (FERPA) Directory Information Opt-Out Form

Under the provisions of FERPA, a parent or eligible student (under the age of 18) has the right to withhold release of directory information. Directory information, as per the Leon County School Board Policy, is defined as student name; photograph; information about participation in recognized activities or sports; height and weight (if a member of an athletic team); dates of attendance/enrollment in a Leon County School (but not daily attendance data); date of graduation or program completion; diplomas, certificates, or awards received; and the name of the most recent, but previous, educational agency/institution attended in Leon County. This form must be submitted if a parent or eligible student wishes to opt out of release of directory information.

Directions:

- **PARENTS OF CURRENTLY ENROLLED STUDENTS:** This notice should not be returned if you currently allow the district to release directory information and want to continue to allow release of directory information including, but not limited to, yearbook pictures, graduation photos, athletic program information, and other information, as further defined above.
- **PARENTS OF STUDENTS NEW TO LEON COUNTY SCHOOLS:** This notice should not be returned if you want to allow the district to release directory information as described above.

Section I: If you do not want the district to release directory information, please complete this section and return this notice to the student's current school.

_____ I do not want my child's, or my (if 18 or older), directory information released as described above.
(Line must be checked for request to be valid.)

Parent's (or Eligible Student's) Printed Name: _____

Parent (or Eligible Student's) Signature/Date: _____/_____

Section II: If you have previously returned a notice with the information in Section I above completed and now want the district to be able to release directory information, please complete this section and return this notice to the student's current school..

_____ I previously requested that my child's, or my (if 18 or older), directory information not be released. I want to rescind that request. (Line must be checked for request to be valid.)

Parent's (or Eligible Student's) Printed Name: _____

Parent (or Eligible Student's) Signature/Date: _____/_____

(September 2017)