

Lynden School District No. 504
Release of Directory Information Opt Out Form
School Year

Student Name: _____ School: _____ Grade: _____

To restrict release of information and/or photos, you must complete this form each year.

Please complete and return this form only if you do **not** want photos or directory information released about your child for specific purposes. Please use one form per student. Opt Out forms remain in effect for the entire school year. If no documentation is on file, it will be assumed that permission for release of directory information has been granted.

The Family Education Rights and Privacy Act (FERPA) permits school districts to release "Directory Information" to certain people or institutions, such as the news media, unless the child's parent or guardian requests that such information not be released. Directory information means the student's name, address, phone number, photo, parent/guardian name, student's birth date and place of birth, major field of study, post-high school career plans, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent school attended.

Families have the right to restrict the release of directory information for certain circumstances. If you do not want directory information released about your child, please complete the form below and return it to your school principal. The request for restriction is recorded in the student information system, and the form is kept on file in the school office.

Check only those circumstances when you do not want directory information released.

- Public** – to exclude student information from being sent out of the district (newspapers and other media)
- District** – to exclude student information from being distributed within the district (yearbooks, photographs, sports information such as rosters, programs or articles, parent organizations for school directors, or district/school print or electronic newsletters/websites)
- Vendors** – to exclude student information from being sent to vendors (photography studios or senior supply vendors)
- Higher Education** – to exclude student information from being sent to institutions of high education
- Military** – to exclude student information from being sent to military recruiters

Signature of Parent/Guardian (or student if 18 years of age or older)

Date