

## Release and Disclosure of Directory Information

### *School Board Policy 343.34*

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the District, with certain exceptions, to obtain your consent prior to disclosing personal information from your student's education records. The law recognizes, though, that schools often desire to publish student information, for example, to recognize students through awards or athletic programs. Additionally, outside organizations such as colleges, legislators, the military, and vendors for items such as photographs or class rings, often seek contact information for students. To meet this need, FERPA allows the District to designate as "directory information" any personally identifiable information in a student's educational records that would not generally be considered harmful or an invasion of privacy if disclosed. School officials may release directory information about a student without first obtaining parental consent, unless you object by returning this form.

The District has identified the following information as directory information: student name, address, e-mail, year of birth, enrollment, dates of attendance, grade level, degrees and awards received, date of graduation, name of secondary school most recently attended, scholarship eligibility, participation in officially recognized activities and sports, and height and weight of members of interscholastic athletic teams. This list is found at Anchorage School Board Policy 343.34. A copy of this policy is available for review in the office of all of our schools or on the District's website.

In two instances, the District is required by law to release certain contact information regarding junior and senior high school students, unless you object. First, the District is required to provide to the University of Alaska the names and addresses of those students eligible for UA scholarship programs. Second, upon receiving a request from military recruiters and/or institutions of higher learning, the District must provide names, addresses, and telephone listings. The form below specifically allows you, as a parent, to object to release of phone numbers and directory information to military recruiters and colleges.

If you do not want the District to disclose directory information from your student's education records during the 2010-2011 school year, you must notify the District, in writing, by returning this form. **If you have no objections to the release of directory information, you do not need to take any action.**

Thank you for your cooperation.

# Anchorage School District

## *Release and Disclosure of Directory Information*

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Student ID Number: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\*\*\*\*\*

As a parent or a student 18 or over, you have the right to request that student directory information is not released to military recruiters and others. **Complete this release and disclosure of directory information form and give it to your Principal or School Administrator.**

**If you have no objections to the release of directory information, you do not need to take any action.**

If you would like to limit the release of directory information, please check below all the situations in which you would like to deny release of directory information:

\_\_\_ Deny all Directory Information Releases. Selection of this option will also prohibit release of information to **military recruiters** and **post-secondary schools and universities** and **will also deny publication of the student's name in the graduation program and in the list of graduating seniors in the local paper.**

\_\_\_ Deny all Directory Information Releases **EXCEPT** local publication of the student's name in graduation programs and listings. Checking this option **ALLOWS** this limited publication.

\_\_\_ Deny only release to **Armed Forces and Military Recruiters, or Military Schools**. Checking this option allows all other releases.

\_\_\_ Deny only release to **Post-secondary education institutions**. Checking this option allows all other releases.

**\* \* \* Note \* \* \***

**This form, requesting that the student's private information not be released, must be renewed annually.**

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. Students may then be called at home by recruiters about joining the military. The law also requires the school district to notify you of your right to Opt-Out from this by requesting that the district not release your information to military recruiters. The completion and return of this form serves as your request to withhold directory information.