

Jackson County Schools

REQUEST TO WITHHOLD RELEASE OF DIRECTORY INFORMATION

Under the Family Educational Rights and Privacy Act (FERPA), a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent.

FERPA permits a school to disclose personally identifiable information from a student's education record without parent consent when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, 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, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has to notify the school that he or she does not want any or all of those types of information designated as directory information.

The items listed below are designated as "directory information" of Jackson County Schools and may be released for any purpose at the discretion of the school. Under FERPA, you have the right to withhold the release of any or all of the information listed below. Please consider very carefully your decision to withhold any item of "directory information." Should you decide to restrict the disclosure of any or all of the items listed below, any future requests for such information from individuals or entities not affiliated with Jackson County Schools will be refused.

- Name of Student \$ Participation in officially recognized activities and sports
- Address of Student \$ Weight and height of members of athletic teams
- Grade Level \$ Earned awards and degrees
- Telephone number of student \$ Major field of study
- Email address \$ Photograph
- Date/Place of Birth \$ Other: _____

Please indicate your request to withhold any item of "directory information" listed above:

Student Name: _____ School Year: _____

Signature: _____ Date: _____

Parent/Entitled Student

A new form for non-release must be completed at the onset of each school year and should be submitted to the principal on or before August 31 of the current school year.