



River Grove: A Marine Area Community School

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Directory Information Opt-Out Form 2018-19

This form needs to be updated annually.

**** Complete this form by October 1, 2018, only if you are opting out of Directory Information ****

Student Name: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) allows the school to disclose some student information without written consent when the information is designated "Directory Information," unless you have advised the school to the contrary in accordance with school procedures. The school has designated the following as Directory Information:

- Student name
- Student photograph/image/recording
- Awards/honors received
- Grade level completed
- Participation in school sponsored activities and sports
- Dates of attendance

The primary use for Directory Information by the school is to include this type of information in certain school publications and marketing materials. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications include:

- A playbill or program showing your child's role in a drama or music production
- School yearbook
- Honor roll or other recognition lists
- School/student directory
- School website and social media
- Classroom newsletters

Directory Information may also be disclosed to outside organizations without a parent/guardian prior written consent, regardless of the reason for or source of the requested data. A student's photograph/image/recording is also Directory Information and may be released. Photographs or videos of students participating in school activities and events may be taken by school personnel (and by the media with permission of school/staff) for use in publications, marketing materials, or online communications.

OPTING OUT OF DIRECTORY INFORMATION

Parents who wish to **refuse** to have any or all of the directory information made public, including student images, must notify the School Administrator by October 1 in writing each year.

Please specifically describe how you would like to **opt-out**:

Signature Parent/Guardian 1: _____ Today's Date: _____

Signature Parent/Guardian 2: _____ Today's Date: _____