

**NEW FORM – VOL. 31, NO. 2****LIST OF POTENTIAL DISCLOSURES OF DIRECTORY INFORMATION  
AND OPT-OUT FORM**

The Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary by filling out, signing and returning this form to the District.

The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. The following is a list of uses for which the District commonly would disclose a student's directory information:

**INSERT A LIST OF COMMON USES BY THE DISTRICT IN CHART BELOW (add as many rows as necessary) – examples given in Form 8330 F9 include, a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members)**

<u>Summary/Description of the Common Use</u>	<u>Consent or Opt-Out (MARK WITH AN "X" IF OPTING OUT)</u>
Sport Activity Sheets	
Annual Yearbook	
Honor Rolls	
Drama/Musical Productions	

*Graduation Programs, School Publications - Future Newspaper*  
 Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

**(REFER TO POLICY 8330 FOR THE INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)**

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information"  a student's name; ( ) address; ( ) telephone number; ( ) date and place of birth; ( ) major field of study; ( ) participation in officially-recognized activities and sports;  height and weight, if a member of an athletic team; ( ) dates of attendance; ( ) date of graduation; ( ) awards received;  honor rolls; ( ) scholarships; ( ) telephone numbers only for inclusion in school or PTO directories;  school-assigned email addresses only to register for online educational service providers, including mobile apps, as utilized by the student for educational purposes. [This option should be selected by districts that elected the applicable option in Policy 7540.03.]

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning the Opt-Out Form (8330 F17) or notifies the School in writing within \_\_\_\_\_ days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.