



## Family Education Rights and Privacy Act (FERPA):

### Request to Revoke Consent for Disclosure of Student Directory Information – Form 4000di

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. Your student’s educational records are private. Schools may release them only to the student’s parents/guardians.

However, FERPA allows school districts to release students’ “directory information” to anyone. FERPA defines “directory information” as information in a student’s education record that generally would not be considered harmful or invasive to privacy if disclosed. Parents have the option to ask the school district to keep that information private.

**Deer Park School District defines student directory information as:**

- full name
- address
- email addresses (parent and school-assigned)
- phone number
- date and place of birth
- schools attended
- grade level
- parent/guardian names
- participation in school activities and sports
- weight and height of members of athletic teams
- dates of school attendance
- enrollment status
- diplomas and awards received

Under FERPA, if you do **NOT** want Deer Park School District to release this directory information about your student, **you must notify us by September 15 each year.** Instructions for how to opt out of the release of directory information are listed below. *Note: You can complete the process at any time, but in order to ensure information will not be released, we request that you complete it prior to September 15, or within two weeks of enrollment.*

***To request that schools withhold your child’s directory information from release, you must sign this form on an annual basis and submit it to the main office of the school your child attends. This form ensures that your child will be opted-out of the release of Student Directory Information.***

**What happens if you complete and turn in the FERPA opt-out form 4000di?** Signing and submitting this form ensures that schools in the Deer Park School District will **not** release your students’ directory information in any way that could reach beyond the schoolhouse or to any outside organization. Your student would not be included in event programs. They would not be included in award listings in local media or school newspapers. The district will not confirm enrollment in its schools.

By signing and submitting this form you are requesting that all directory information related to your student be kept from release or publication. Please use one form for each student in your household.

Student Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

For more information about your rights under FERPA: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

## **Publication of Student Likeness or Work**

Separate from a request to withhold your child's directory information, is the publication of student likeness or work. Throughout the school year, unidentified students or student works may occasionally be highlighted in school district publicity, publications, or public relations activities in an effort to promote district and/or school events and achievements. For example, students may be featured in community newsletters or various media to train teachers and/or increase public awareness of our schools. Examples of "publication" include newspaper articles, TV or radio broadcasts, websites, videos/DVDs, posters, newsletters and brochures. Consent for publication is assumed when students or their works are not specifically identified. Please use form 4000rf if you wish to opt your student and his/her work from publication.

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