

## Directory, Photo & Video Release Form

Dear Parent/Guardian,

The Federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as "directory information," to certain people or institutions, unless you request, in writing, that such information not be released. Please note, a request that the school not release directory information pertaining to your child must be submitted annually.

In many cases, requests for this type of information come from news publishers, colleges, recruiters, parent groups, etc. "Directory information" may include:

- Student's name, address and telephone number
- Student's date and place of birth
- Participation in officially-recognized activities and sports
- Student's achievement awards or honors
- Student's weight and height, if of athletic team members
- Major field of study
- Dates of attendance ("from and to" dates of enrollment)
- Date of graduation
- Most recent educational agency or institution attended by the student; and photographs or similar information.

Photographs and videos may occasionally be taken of students for use in the news media or in media presentations that are made available to other educational institutions or through cable television or network, school district publications, or the internet, as well.

**As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/ her work. The law requires that we ask for your permission to use information about your child.**

### SCHOOL YEAR "DIRECTORY INFORMATION" INSTRUCTIONS

*Please check your preference:*

**I give my permission for directory and other information to be released during this school year.**

**I do NOT wish my child's "directory information" released.**

*Please check your preference:*

**I authorize the release of my child's picture/video and name to be released during this school year. I understand that I am giving permission for school-related videos/pictures to be shared on the Internet.**

**I do NOT wish my child to appear in any photographs or videos.**

(This includes yearbook and programs for co-curricular activities)

Child's Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

School Attending \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***Return this completed form to your building principal by Sept.15th of the current school year.  
This request must be submitted annually.***

*It is the policy of this district that no student shall be discriminated against on the basis of race, color, religion, national-origin, or citizenship status, creed or ancestry, age, gender, disability, height, weight, or other protected characteristics.*