

Without Consent

**An analysis of student directory information practices
in U.S. schools, and impacts on privacy**

Resources for Schools, Students, and Parents

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WORLD PRIVACY FORUM



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and impacts on privacy

World Privacy Forum

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Part V. Documents and Data Related to the Research

I. Printable Best Practices for Educational Institutions

FERPA Notice

General Best Practices

- It is a best practice for mandatory FERPA notices to be posted online in a prominent location year round.
- Although it is not a best practice for general FERPA notice, we recommend institutions provide opt out forms along with the general FERPA notices.

Best practices: Postsecondary institutions

- It is a best practice for the mandatory annual FERPA notice to be posted online in a prominent location year round.
- Although it is not mandatory, we recommend institutions provide FERPA opt out forms along with the general FERPA notices.
- **Provide a permanent online repository of policies for the handling of student data, including FERPA. Ensure that all FERPA forms, including opt out, are available on the same webpage. Provide a “One Stop Shop” FERPA hub.**
- **Keep responsibility for similar policies in the same office, such as the registrar. There should be a list of school officials who can answer questions from students and parents.** Links from the Registrar’s site could easily become a quasi-standard location for postsecondary schools to post FERPA data. This would provide helpful consistency for students.

Best Practices: Primary and Secondary institutions

- **Provide parents, students, and the public with prominent online FERPA notice, and online FERPA opt out forms. In today’s digital world, all FERPA materials online must be available on a public-facing part of the school website.** Parents must be able to easily find FERPA materials before they enroll their children in a school. If the school runs a non-public school platform or student portal, the school will still need to ensure that **in addition to** school portal activity around FERPA, that there is publicly available notice on the website.
- **Prominent FERPA notice entails providing a clearly labeled link from the home page directly to the FERPA annual notice. Or, a search for FERPA in a search box should uncover the pertinent information.** Parents and students should not need to click through websites and do investigative searches to find the annual FERPA notice.
- **Use consistent terms:** FERPA, directory information opt out, or directory information restriction are the most commonly used terms. It would be helpful for the Department of Education to standardize the terminology so that students and parents see the same terms at all schools.
- **Put all relevant FERPA forms and information in one prominent location online that is publicly available.**
- **Notice of FERPA policies and opt out should be prominent and should remain online year-round.** Many K-12 schools provide paper forms or email forms to parents. A best practice is to provide FERPA annual notice linked from a prominent place on the home page at all times in addition to the paper forms.
- **Use consistent terms:** FERPA, directory information opt out, or directory information

restriction are the most commonly used terms. It would be helpful for the Department of Education to standardize the terminology so that students and parents see the same terms at all schools.

- **Put all relevant FERPA forms and information in one prominent location online that is publicly available. Parents and students who are relocating or thinking of a local move need to be able to see FERPA forms readily online.**
- To serve the needs of those who are highly adapted to digital technologies, educational institutions should ensure FERPA notices are readily available online and can be read on mobile devices as well as laptop computers. School web sites are key for providing prominent links to FERPA annual notices that are accessible to the public and students.

Information that is Shared without an Opt Out in Place

- **Directory information should follow a minimum necessary rule.** Expansive inclusions of students' gender, primary language, and place of birth are not necessary. Schools can use this data, but including these data fields in directory information and releasing it to third parties is unnecessary and therefore not a good practice because routinely its inclusion is not required to achieve the goal of the school through disclosure.
- **Home address of a student placed in directory information presents a safety risk for some students and parents.** Both schools and the U.S. Department of Education should recognize a modern understanding of safety considerations attached to publicly releasing home address information. Not only is the student potentially put into a dangerous situation, their family members who may also have risks associated with others knowing their home addresses may also be endangered. For example, judges, elected officials, police officers and victims of stalking or other crimes may be put at risk.
- **Photographs of students released through directory information create high risks to all students.** Photographs of students are riskier to release because of the possibility of permanent storage and use by commercial and other biometric systems. The photographs may be input for web scraping tools that can undertake biometric analysis. It is a best practice to not include student photographs in directory information.
- **All directory information, prior to being designated, needs to undergo a safety review.** Home address, date of birth, gender, and other data are questionable for inclusion in directory information.

Example: One sampled K-12 school district includes a minimal amount of data as directory information.

- Student's name
- Street address
- Telephone number
- School attended
- Grade level.

This is a step in the right direction of a best practice but for the inclusion of street address and, perhaps, telephone number. What this example shows is that directory information can include just a few data elements about each student.

How Much Time Do Parents or Eligible Students Have to Opt Out?

Best Practices for Time Allowed for FERPA Opt Out at all educational institutions:

- **Directory Information Opt Outs should be allowed all year by all institutions covered under FERPA;** this is a baseline protection that needs to be updated in the FERPA guidance.
- **Expedited opt outs should be made available for vulnerable people and populations.** If in the event that a safety situation, data breach, or a toxic data leak traceable to directory information that has been disclosed, those at risk need to be provided immediate means of masking or hiding their data.

Access to FERPA Opt Out Forms

Best Practices for Access to Opt Out Forms:

- **It is a best practice for educational institutions to post a FERPA opt out form online.**
- **It is crucial that all educational institutions post FERPA opt out forms online in a way that is publicly accessible and does not require a password or registration.**
- **FERPA opt out forms should be posted prominently, and should be labeled clearly.** Parents and students should be able to access the form from the search function on the web site. If the web site does not have a search function, the FERPA opt out notices and policies should be posted with a prominent link on the home page of the school web site.
- **Ideally, the FERPA opt out forms will be posted in the context of FERPA annual notice, and other FERPA-related information.**
- **Paper opt out forms should be made available for individuals who do not have online access.**
- For postsecondary institutions, the FERPA opt out form should have a publicly available “home base,” preferably the registrar’s page.
- For primary and secondary institutions, the FERPA opt out form should be accessible to the public, even if a platform is in use at the school web site.
- **FERPA opt out processes need to specifically accommodate individuals with disabilities or limitations.**

Is the FERPA Opt Out Process Known?

Best Practices for Notification of Opt out Procedures:

- It is a best practice for schools to provide information about how to opt out on the annual FERPA notice.
- It is a best practice for schools to provide a permanent online home for information about FERPA opt out procedures and make that accessible to the public.
- Primary and secondary schools in particular noted to WPF researchers that they communicate FERPA opt out procedures directly to parents via email. Direct notification exceeds FERPA standards, but for school districts that are resource-scarce or in the midst of transitioning to electronic systems, direct emails to ensure notification are a good practice. The practice may not be sustainable at very large institutions, but it is a sustainable practice for very small or small institutions or districts.
 - It is a best practice to notify students regarding accommodations for opting out for individuals who may not have the capacity to write their own letter. This appears to be an

overlooked issue. Not all parents or eligible students will be comfortable figuring out what a FERPA opt out letter should say, or even where to start. Not providing an opt out form may prove to be an insurmountable opt out form for some students. This should be considered as part of the institution's decision-making process regarding opt out procedures.

Content of FERPA Opt Outs

Best Practices

- It is a best practice to provide more choices for selecting categories of directory information on FERPA opt out notices.
- It is a best practice to revise, if possible, “all-or-nothing” FERPA opt out notices to provide granular choices (Yes / No) about individual data categories designated by the school for inclusion in directory information.
- It is a best practice to provide detailed categories that students can choose to opt out of. Our research indicated that integrated student information systems, particularly at the postsecondary level, may offer very granular and extensive opt outs compared to standard FERPA opt out forms. It is a best practice to use integrated systems and platforms to make FERPA opt out more accessible and more adaptive.

Does the FERPA opt out contain nudges?

Best Practices:

- **Students should not be discouraged from utilizing their rights under FERPA by the use of subtle or overt negative language or “nudges.”**
- **Schools need to consider that some students want FERPA opt outs because of serious safety considerations. Schools should ensure that they present a balanced view of FERPA opt outs.**

Online Student Directories:

Best Practices:

- Because of the potential risks to student safety, **it is a best practice for educational institutions to publish their online student directories privately.** Only authenticated users (e.g., faculty, staff, and students) should have access,
- It is a best practice to require knowledge of a student's last name for searching, even if the directory requires authentication and is not open to the public.
- Every effort must be made to prevent “site scraping” of student contact information in online student directories. Schools need to utilize strong anti-scraping software and techniques as a preventive security measure.

Data Brokers and the Acquisition and Use of Students' FERPA Directory Information

Best Practices:

- **As a best practice, States should consider additional protections for the information of minors in light of the new information that has become available that proves the presence of**

the information of minors in data broker databases.

- **New York State's Education Department has adopted an amendment, which specifically prohibits the sale of personally identifiable student data.** This is a policy best practice, and is the kind of structural protection from onward transfer of student data is needed as a best practice to protect directory information that parents or students did not opt out of. Directory information does not have the same restrictions as protected student record information does under FERPA.
- **Schools should review all contracts with third parties, including vendors.** If a vendor is utilizing student directory information, schools should take steps to ensure that directory information is specified as restricted in its use by the vendor and restricted from onward uses. Directory information does not enjoy the same levels of protection as protected student information under FERPA.
- **Schools should take great care to not release directory information subject to opt out restrictions to third parties.** Schools should review contracts and procedures to ensure directory information that is subject to restrictions (opt out) is secured and only released per the regulations.
- **Because data brokers can acquire information from school web sites, it is a best practice for schools at all levels to utilize anti-scraping software and techniques to protect student information posted on school websites.** Student photographs, names, and other information can be and are being scraped from school websites unless schools take active steps to restrict this activity. Scraped data can be used for many years. Protections include placing all student data and photographs in a protected area of the web site and only allowing authenticated access to that area.
- **Directory information should follow a minimum necessary rule.** Schools are not required to share directory information. Whenever possible, this should be the norm, not the exception.

Student Biometric Data and FERPA

Best Practices:

- **Schools should not designate *photographs* of students as directory information.** This has, to date, been a significantly overlooked risk by schools.
- **Schools should not post photographs of children on publicly accessible websites that can be scraped for inclusion in biometric test databases.** We recognize that it is not much fun to omit student images from communications about school activities. A balance needs to be found due to the very real risks involved with public posting of images.
 - Newsletters that contain the images of students under the age of 18 can be emailed directly to parents and students.
 - Special awards and honors ceremonies can be posted at very low image quality, so that biometric measurements of such photographs will be rendered ineffective.
 - Schools can post their messages that contain student photographs behind password-protected areas of the school website.
- **In general, it is a best practice to avoid making photographs of students under the age of 18 widely available online.**

Recommendations for Private Schools, or any Educational Institution not covered under FERPA Regulations

Best Practices:

- **It is a best practice for private schools or other non-FERPA covered entities to conduct a data privacy impact assessment (DPIA).** Conduct the DPIA regarding student information, and pay particular attention to sensitive information such as student health data.
- It is a best practice to understand the State privacy laws that apply to your educational situation.
- Create procedural and administrative rules to manage the information that would, in other settings, be held under FERPA.
- Review the recommendations regarding student directory information, data brokers and biometrics- the same concerns about implications and impacts of dissemination of student data will apply to student information in a non-FERPA context.

II. Printable FERPA Opt Out Form

FERPA Directory Information Opt out Form

NAME (PRINTED) _____ STUDENT ID: _____

Notice of Directory Information Opt Out

In accordance with the *Family Educational Rights and Privacy Act of 1974* (FERPA), as amended, a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student's prior written consent. The law, however, does allow schools to release student "directory information" without obtaining the prior consent of the parent/student. If you do not want the release of certain types of directory information without your prior consent, you may choose to "opt out" of this FERPA exception by signing the Form below. Directory information of a student who has opted-out from the release of directory information, in accordance with this policy/procedure for opting out, will remain flagged until the student requests that the flag be removed by completing and submitting a revocation of the opt out to the School.

TO: [SCHOOL NAME] _____

I request the withholding of the following personally-identifiable information identified as Directory Information under FERPA. I understand that upon submission of this Form, the information checked cannot be released to third parties without my written consent or unless the School is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked directory information will not otherwise be released from the time the School receives my Form until my opt- out request is rescinded. I understand that I may not opt out of use of my student ID number because it is necessary identifying information for the School. I further understand that if directory information is released prior to the School receiving my opt- out request, the School may not be able to stop the disclosure of my directory information. I understand that I may request and challenge how my directory information is used by contacting the School.

____ Check here to opt out of all directory information identified below

or Check the individual boxes below to selectively opt out of information sharing

____ Name	____ Most recent institution attended
____ Telephone listing(s)	____ Weight / height
____ Photograph	____ EnrollmentStatus (e.g. full-time,part-time)
____ Date of birth	____ Class standing (e.g. sophomore)
____ Place of birth	____ Most recent educational agency or institution attended
____ Permanent or home address	____ Participation in officially recognized activities and sports
____ E-mail address	____ Degree(s) received
____ Dates of attendance	____ Awards and honors received


SIGNATURE: _____ DATE: _____

If under 18, a parent or guardian must sign to opt the student out.

III. Examples of FERPA Web Sites and Notices

A. Postsecondary Institutions: Best practice examples.

1. Best Practice: University of Tennessee, Knoxville.


**THE UNIVERSITY OF
TENNESSEE**
KNOXVILLE

**Current or Former Student WAIVER OF PRIVACY RIGHTS and
AUTHORIZATION to RELEASE DISCIPLINARY INFORMATION (FERPA form)**

Current or Former Student Name: _____

Student Identification Number: 000- _____
Social Security Number may **not** be used for identification purposes

Month and Year of Birth: _____

Current Email Address: _____

Phone Number: _____

I, _____, hereby waive my privacy rights (pursuant to the **Family Educational Rights and Privacy Act** of 1974), and authorize the office of Student Conduct & Community Standards at the University of Tennessee to release and/or discuss information regarding my student disciplinary record. This waiver shall be considered **valid for one calendar year** from the date noted by my signature below unless revoked, in writing, prior to such date. Such information may be released and/or discussed with the individual(s) listed below only.

The person(s) listed below must provide the current/former student name and secret word before a Student Conduct & Community Standards staff member may release and/or discuss the student disciplinary record; a Social Security Number may not be used for identification purposes.

* This form must be submitted in person by the current/former student to 409 Student Services Building, by mail to the address below, or by email to: studentconduct@utk.edu from the current/former student's email.

Name(s) of authorized recipient(s): _____

Relationship (self, parent, attorney, etc.): _____

Secret word for third party release: _____
Secret word must be provided by above-named recipient(s) (if a third party) prior to release of information via telephone

Recipient's contact information
(phone number, email, mailing address, etc.): _____

General purpose for release of information:
☐ Access to complete disciplinary file
☐ Other: _____

<hr/> Current/Former Student Signature (actual signatures only – digital thumbprints not accepted)	<hr/> Staff Signature
<hr/> Date	<hr/> Date


Updated 8/28/15

This document/electronic communication contains personally identifiable information from a student's educational record. It is protected by the Family Educational Rights and Privacy Act (20 USC § 1232g) and may not be re-released, or used for any purpose other than that for which it was intended, without the consent of the student.

Student Conduct & Community Standards
409 Student Services Building, Knoxville, TN 37996-0245
studentconduct@utk.edu 865-974-3171 studentconduct.utk.edu

BIG ORANGE. BIG IDEAS.
Flagship Campus of the University of Tennessee System

2. Best Practice: PennState



PennState
University Registrar

Current StudentsFormer StudentsParents

Academic CalendarsStudent FormsNewsContactAbout

Enrollment & RegistrationAcademic RecordsGrades & ExamsGraduationFaculty/Staff Resources

Home » Confidentiality » Directory Information

Confidentiality

Confidentiality of Student Records

Student Rights Under FERPA

Parent Rights Relating to Educational Records

Directory Information

Other Exceptions to Prior Written Consent

Confidentiality Forms

FERPA Guidelines for Faculty and Staff

FERPA Guidelines for Researchers

FERPA Frequently Asked Questions

Directory Information

Student record information is confidential and private. In accordance with both federal law ([FERPA](#)) and University policy ([policy AD11](#)), the University does not release student record information without prior written consent of the student. The one exception to this is that the University may release "directory information" items without prior student consent. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Penn State includes the following:

1. Name
2. Address (local, permanent residence and electronic mail)
3. Telephone number
4. Class level (semester class or level: first-year, sophomore, junior, senior, etc.)
5. Major
6. Student activities
7. Weight/height (athletic teams)
8. Dates of attendance
9. Enrollment status (full-time, part-time, or not enrolled)
10. Date of graduation
11. Degrees and awards received and where received
12. Most recent educational institution attended

To Withhold Directory Information

All students may request that directory information not be released publicly. This is an important student privilege that results in the following:

- Student name/address is excluded from the Penn State Web Directory and printed telephone directories. Requests to withhold will not alter previously published directories.
- Your name will not appear in the results of an Canvas search. You will need to self-enroll or contact the Penn State Service Desk at 865-HELP or canvas@psu.edu to join teams and to participate in courses not on your semester schedule.
- Your name will not appear in the commencement program.
- Verification of enrollment, graduation, or degrees awarded will not be provided to third parties, including potential employers.
- No information will be released to any person (including the student) on the telephone or via email.
- In order to withhold directory information, the student must:
 1. Complete and sign the [Request to Withhold Directory Information Form](#).
 2. Present or mail this signed form along **with a copy of photo identification** to any campus Registrar's office.
 3. If an email address is provided, the student will receive an official notification when the withholding of directory information is in effect.
- Requests to withhold directory information are in effect until removed, in writing, by the student.

To Release Directory Information

1. To reverse the action of withholding directory information, the student must complete and sign the [Request to Release Directory Information Form](#).
2. Present or mail this signed form along **with a copy of photo identification** to any campus Registrar's office.
3. If an email address is provided, the student will receive an official notification when directory information will be released.



PennState
University Registrar

Request to Withhold Directory Information

Please print, sign, and return the completed form to:
Office of the University Registrar
112 Shields Building
University Park, PA 16802

The following items of information regarding a student's record are considered directory information. Directory information is considered as public information and may be released without the student's prior consent.

1. Name
2. Address (local, permanent residence and electronic mail)
3. Telephone number
4. Class level (semester class or level: first-year, sophomore, junior, senior, etc.)
5. Major
6. Student activities
7. Weight/height (athletic teams)
8. Dates of attendance
9. Enrollment status (full-time, part-time, or not enrolled)
10. Date of graduation
11. Degrees and awards received and where received
12. Most recent educational institution attended

Filing this form will preclude the University from releasing directory information to anyone (including yourself) without express written consent. To process this request you must present this form along with **photo identification** to any campus Registrar's office or mail this form along with a copy of **photo identification** to the address listed above

I have read this form carefully and understand the consequences of my decision to prevent release directory information. I understand:

- this prohibits Penn State from acknowledging any information regarding my enrollment to any third party including employers, loan deferments, requests from non-institutional persons/organizations, or me unless a written request with my signature is received. No information will be released to me or any person(s) via the telephone or email.
- this does not prevent disclosure to personnel within the University or a lawfully issued subpoena.
- this suppresses my information verbally and in printed form (i.e. campus directory, Web directory, Commencement Program).
- that this is applicable until such time as I request that it be removed, that I must initiate this option by filing a request to "Release Directory information" with photo identification.

Authorization

Today's Date

Student Name

PSU ID

9-digit Penn State ID number

Phone Number

Email

Please include area code

Current/Previous Campus

Date(s) of Attendance

Please review your entries on this form. If all information is entered correctly, please print, sign, and submit the form to the address at the top.

Student Signature

Student Signature: _____ Date: _____

Address Where You May Be Reached**Street Address 1**

Street Address 2

City

State

Zip Code

Office Use Only

Received by: _____ Date Received: _____

Last Revised: 3/1/11

B. Primary / Secondary Institutions, Best practices

1. The District of Columbia has an excellent FERPA Notice, and included in the notice package, is a granular opt out form. The District of Columbia includes its opt out form online and on its digital registration system. These are all best practices.

The form is available at: <https://dcps.dc.gov/sites/default/files/dc/sites/dcps/publication/attachments/Notifications%20and%20Disclosures%20SY%2018-19.pdf>.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students age 18 or older (“eligible students”) certain rights with respect to the student’s education records.

(1) The right to inspect and review the student's education records within 45 days of the day the District of Columbia Public Schools (DCPS) receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or other appropriate school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students may write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If DCPS decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent (in writing) to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, DCPS discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled, when such disclosure is requested for purposes of the student’s enrollment or transfer. In addition, FERPA authorizes disclosure without consent to school officials whom DCPS has determined to have legitimate educational interests. A school official is a person employed by DCPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom DCPS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); an official of another school system where a student seeks or intends to enroll, or where the student is already enrolled; or a parent, student or other volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to withhold disclosure of directory information. At its discretion, DCPS may disclose basic “directory information” that is generally not considered harmful or an invasion of privacy without the consent of parents or eligible students in accordance with the provisions of District law and FERPA. Directory information includes:

- | | |
|---|---|
| A. Student Name | F. Weight and Height of Members of Athletic Teams |
| B. Student Address | G. Diplomas and Awards Received |
| C. Student Telephone Listing | H. Student’s Date and Place of Birth |
| D. Name of School Attending | I. Names of Schools Previously Attended |
| E. Participation in Officially Recognized Activities and Sports | J. Dates of Attendance |

Parents or eligible students may instruct DCPS to withhold any or all of the information identified above (i) by completing the attached “Release of Student Directory Information” Form also available at www.dcps.dc.gov/enroll or your local school).

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by DCPS to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.



Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires DCPS, with certain exceptions, to get your permission before disclosing personally identifiable information from education records. However, DCPS may disclose basic "directory information" that is generally not considered harmful or an invasion of privacy without your consent. The primary purpose of directory information disclosure is to allow DCPS to include this type of information in certain school publications such as pamphlets for drama productions, graduation programs, honor rolls or sports team activity sheets for football, basketball, etc. Directory information can also be disclosed to outside organizations such as federal and state agencies offering jobs and educational benefits, media sources, and companies that make class rings and publish yearbooks.

The information listed below has been designated as directory information under District of Columbia law and FERPA, and may therefore be released at the discretion of DCPS. You have the right to instruct DCPS that it may not release any or all of this information without obtaining your prior written consent by completing this form. Your decision on this form will be valid for the remainder of the current school year. **A new Release of Student Directory Information form must be completed each School Year.**

Please place a check mark on the line beside any directory information items listed below that you do not want DCPS to disclose without your consent, if any.

<input type="checkbox"/> Student Name	<input type="checkbox"/> Diplomas and Awards Received
<input type="checkbox"/> Student Telephone Listing	<input type="checkbox"/> Student Address
<input type="checkbox"/> Name of School Attending	<input type="checkbox"/> Student's Date and Place of Birth
<input type="checkbox"/> Participation in Officially	<input type="checkbox"/> Names of Schools Previously Attended
<input type="checkbox"/> Recognized Activities and Sports	<input type="checkbox"/> Dates of Attendance
<input type="checkbox"/> Weight and Height of Members of Athletic Team	

By signing below I am giving written notification to DCPS that it may not disclose the directory information items I have placed a check mark beside above unless I give prior written consent. I understand that such information may still be disclosed by DCPS if disclosure is otherwise permissible under FERPA.

Student Name (please print)

Parent/Guardian Name (please print)

Signature of Parent/Guardian or Student (if at least 18 years old)

Date

***If this form is not returned by September 15, it will be assumed that the above information may be designated as directory information for the remainder of the school year. ***

Parents Right-To---Know Notification

Dear Parent:

In accordance with the Every Student Succeeds Act of 2015, the District of Columbia Public Schools (DCPS) is notifying you that you have the right to request information regarding the professional qualifications of your child's classroom teachers. DCPS is happy to provide this information to you. At any time, you may ask for the following information:

- | P | Whether the teacher has met District of Columbia qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- | P | Whether the teacher is teaching under emergency or other provisional status through which District of Columbia qualification or licensing criteria have been waived; and
- Whether the teacher is teaching in the field of discipline of the teacher's certification.

You may also ask, at any time, whether your child is being provided services by paraprofessionals and, if so, their qualifications.

Please direct teacher and paraprofessional qualification requests, and any other questions related to this notice to DC Public Schools at dcps.hrdatabandcompliance@dc.gov or fax (202) 535-2483.

**Notification of Rights Under the
Protection of Pupil Rights Amendment (PPRA)**

This notice informs parents/guardians and eligible students (emancipated minors or those 18 or older) of their rights regarding the conduct of surveys, the collection and use of information for marketing purposes, and the conduct of certain physical exams. These rights are spelled out in the *Protection of Pupil Rights Amendment* (20 U.S.C. § 1232h; 34 CFR Part 98). The law and regulations require educational institutions, such as the District of Columbia Public Schools (DCPS) to notify parents and eligible students of their right to—

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDE):
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sexual behavior or attitudes;
 - Illegal, antisocial, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; and
 - Income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of—*
 - Any other protected information survey, regardless of funding;
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law; and
 - Any activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
3. *Receive notice* of a parent’s right to inspect, upon request and before administration or usage of—
 - Protected information surveys of students and surveys created by a third party;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

DCPS has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. In addition, DCPS provides public access to its Survey Calendar, which notifies parents and eligible students, at the beginning of each school year and on a continuing basis, of the specific or approximate dates of the following activities (along with an opportunity to opt a student out of participating in the activity)—

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- Administration of any protected information survey not funded in whole or in part by USDE; and
- Any nonemergency, invasive physical examination or screening as defined above.

The DCPS policies related to PPRA rights, as well as the Survey Calendar, can be accessed by visiting the following website: <http://dcps.dc.gov/page/conduct-research-or-obtain-confidential-data>. In addition, parents/guardians and eligible students may also contact their neighborhood school for DCPS policies related to PPRA rights and the Survey Calendar.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with the—

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

2. **Seattle Public Schools** have a PreK-8 combined FERPA annual notice and FERPA opt out form. This particular form also gives notice of other items. It's a good example of a form designed with utility for parents in mind.

FERPA PreK-8

SEATTLE PUBLIC SCHOOLS (SPS) NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) and OPT-OUT FORM

Under the Family Educational Rights and Privacy Act (FERPA), parents/guardians of students under age 18, and students over 18 years of age ("eligible students") have certain rights with respect to student "education records." If the student is 18 years old, even if living with the parent/guardian, the student has all the rights under this Act. These rights are:

- (1) The right to inspect and review their education records within 45 days of the day SPS receives a written request.
- (2) The right to request the amendment of an education record for a student that the parent or eligible student believes is inaccurate, misleading, or is in violation of the student's right to privacy. If SPS decides not to amend the record, SPS will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- (3) The right to provide written consent before the school discloses personally identifiable information contained in the education records of a student, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by SPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A "school official" also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist, a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, SPS discloses education records without consent to officials of another school where a student seeks to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by SPS to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202.

Directory Information: Under FERPA, SPS may release "directory" information to anyone, including but not limited to parent-teacher organizations, the media, colleges and universities, the military, youth groups, and scholarship grantors, unless you notify SPS in writing that you do not want the information released. The following information is considered directory information: parent/guardian and student name, home address, home telephone number, home email address, student photograph, student date of birth, dates of enrollment, grade level, enrollment status, degree or award received, major field of study, participation in officially recognized activities and sports teams, height and weight of athletes, most recent school or program attended, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Release of Directory Information for Students in Grades Pre-Kindergarten to Eight (Pre-K to 8): As a parent/guardian of a pre-kindergarten student, an elementary student, or a middle school student you have the right to choose between two (2) options on whether directory information concerning your student is released or not. Please check one box below and return this form to the school your student attends no later than October 1, a new form may be submitted in a given school year to change your option status for that year. If the parent/guardian does not check one of the boxes or does not return this form, SPS considers the lack of response as consent for box A. A new form may be submitted in a given school year to change your option status for that year.

Revised July, 2019

For students in grades Pre-Kindergarten through Eight (Pre-K to 8):Please select **only one** box:☐ A. I consent to the release of the above directory information about the student named below.

OR

☐ B. I do NOT consent to the release of the above directory information about the student named below, except as authorized by law.

The following selections only need to be made if you selected Option B. If you selected Option B – No Release of Information, your child's information will not be included in the following *unless you complete the section below*. If you would like your child's information shared in any of the below places, please indicate your consent below by selecting the appropriate option.

☐ **School Directory and Classroom Roster** Is made available to our families, staff and PTSA. YES, Include our information (**phone, address, email**)

☐ **Photo/Video** Student photographs and video may be posted on the school and district external website, social media and district printed publications. No names will be posted. YES, my student's photograph and video can be posted on the district channels.

☐ **Yearbook/Class Photo Release** YES, I give my consent for my student's photograph and name to be included in the yearbook and class photo

Print Student's Name	Date of Birth	Student's school ID number
-----------------------------	----------------------	-----------------------------------

Print Signer's Name	Parent/Guardian/Eligible Student's Signature	Date
----------------------------	---	-------------

Notice of Right to File a Public Records Request: Pursuant to RCW 28A.320.160, school districts are required to notify parents/guardians that they have the right, under the Washington Public Records Act (RCW 42.56), to request the public records regarding school employee discipline. To file a public records request with SPS, send a written request, in writing, to: Office of the General Counsel: Attn: Public Records Request; SPS: MS 32-151; PO Box 34165: Seattle, WA 98124

PLEASE RETURN THIS FORM DIRECTLY TO THE STUDENT'S SCHOOL EITHER IN PERSON OR BY U.S. MAIL.

If you have more than one student, you must return a separate form to each student's school.

This form will be retained in your student's folder at his or her school.


Revised July, 2019

IV. Examples of FERPA Opt Out Forms

The following forms are very good examples of quite typical forms that schools are using for their FERPA implementations.

A. Postsecondary Forms

The Arizona State University FERPA opt form is excellent. The university provides three opt out choices in its form below. ASU also gives students the option of submitting the FERPA opt out form electronically through DocuSign. These are best practices. The DocuSign forms are delivered automatically to the registrar.

		REQUEST TO WITHHOLD DIRECTORY INFORMATION																					
		ARIZONA STATE UNIVERSITY UNIVERSITY REGISTRAR SERVICES																					
<p>In accordance with my rights as an eligible student under the federal Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g, also known as FERPA or the Buckley Amendment (synopsis available in the University Registrar's Office and on the ASU University Registrar's Office website at: http://students.asu.edu/policies/ferpa), I hereby request that ASU not release directory information about me from my education record(s) without my specific written consent, as indicated below.</p>																							
Arizona State University offers three options for withholding your Directory Information (Check One):																							
<input type="checkbox"/> Option 1: Withhold Only My Addresses & Telephone Number (including ASU email address) <input type="checkbox"/> Option 2: Withhold All of My Directory Information <input type="checkbox"/> Option 3: Withhold None of My Directory Information																							
<p>I understand that directory information includes the following:</p> <ul style="list-style-type: none">• My Full Name• My Addresses: (e.g., Local, Home, Mailing and ASU e-mail, including directory number)• My Local Telephone Number• My Date of Birth• All my Degrees and Awards Received• My Academic Level• My Major• My College• My Dates of Attendance• My Height and Weight (If I'm a member of an athletic team)• My Participation in Officially Recognized Activities and Sports• The Most Recent Previous Educational Agency or Institution I Attended																							
<p>This request about my directory information shall become effective immediately and shall remain in effect until revoked by me, in writing. I understand that even if I restrict access to my information, other students in classes for which I am registered may be given my name and contact information (generally e-mail address and/or telephone number) if, in the discretion of the instructor, this is appropriate to promote class discussion and/or interaction.</p>																							
Student Name (Please Print)		ASU ID#	Telephone Number																				
Student Signature		Date																					
<table border="1"><thead><tr><th>Registrar Sites:</th><th>Downtown campus</th><th>Polytechnic campus</th><th>Tempe campus</th><th>West campus</th></tr></thead><tbody><tr><td>In person:</td><td>University Center (UCENT) Suite 130 602-496-4372</td><td>Administration Building (ADMIN) 480-727-1142</td><td>Student Services Bldg (SSV) Rm. 140 480-965-3124</td><td>University Center Bldg (UCB) Rm. 101 602-543-8203</td></tr><tr><td>By Mail:</td><td>University Registrar Services 411 N. Central, Suite 130 Phoenix, AZ 85004</td><td>University Registrar Services 5990 S. Sterling Mall Mesa, AZ 85212</td><td>University Registrar Services PO Box 870312 Tempe, AZ 85287</td><td>University Registrar Services PO Box 37100 Phoenix, AZ 85069</td></tr><tr><td>By Fax:</td><td>602-496-0376</td><td>480-727-1008</td><td>480-965-7722</td><td>602-543-8312</td></tr></tbody></table>				Registrar Sites:	Downtown campus	Polytechnic campus	Tempe campus	West campus	In person:	University Center (UCENT) Suite 130 602-496-4372	Administration Building (ADMIN) 480-727-1142	Student Services Bldg (SSV) Rm. 140 480-965-3124	University Center Bldg (UCB) Rm. 101 602-543-8203	By Mail:	University Registrar Services 411 N. Central, Suite 130 Phoenix, AZ 85004	University Registrar Services 5990 S. Sterling Mall Mesa, AZ 85212	University Registrar Services PO Box 870312 Tempe, AZ 85287	University Registrar Services PO Box 37100 Phoenix, AZ 85069	By Fax:	602-496-0376	480-727-1008	480-965-7722	602-543-8312
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By Fax:	602-496-0376	480-727-1008	480-965-7722	602-543-8312																			
<p>If you have any questions about the use of this form, FERPA, or Directory Holds please visit our website at http://students.asu.edu/policies/ferpa or call any Registrar Site for assistance.</p>																							
<p>For Registrar Office Use Only</p> <table border="1"><tbody><tr><td>_____</td><td>Checked picture identification</td><td></td><td></td></tr><tr><td>_____</td><td>Posted to System</td><td></td><td></td></tr><tr><td>_____</td><td>Processed by</td><td>_____</td><td>Date _____</td></tr><tr><td>_____</td><td>Audited by</td><td>_____</td><td>Date _____</td></tr></tbody></table>				_____	Checked picture identification			_____	Posted to System			_____	Processed by	_____	Date _____	_____	Audited by	_____	Date _____				
_____	Checked picture identification																						
_____	Posted to System																						
_____	Processed by	_____	Date _____																				
_____	Audited by	_____	Date _____																				

Rutgers State University of New Jersey has an excellent FERPA opt out form. It is well-designed to be clear and understandable, and includes full contact information for students who need help with the form, which is a best practice.



Request for Confidentiality of Student Directory Information

Student record information is confidential and private. In accordance with FERPA, the University does not release student record information without prior written consent of the student except where permitted by law. FERPA allows for the release "directory information" items without prior student consent. To keep your student directory private you must sign this form and return it to the Verifications Division of the appropriate registrar's office listed below. Rutgers defines directory information to be the following:

Name	Permanent (home) telephone number	Dates of degrees
Campus address	School of attendance	Weight and height of intercollegiate athletes
Campus post office address	Major field of study	Most recent previous school attended
Campus telephone number	Class year	Honors and awards
Date of Birth Not released except as required by law or as a validation of positive identification of a student when furnished by a person making an inquiry	Dates of attendance	Participation in officially recognized activities
Rutgers e-mail address	Current credit load	Internships (Applies only to RBHS graduate and professional schools)
RUCS user name / NetID	Credit hours earned	Residency or other post-completion placements (Applies only to RBHS graduate and professional schools)
Permanent (home) address	Degrees received	

Student Attestation: I have read this form carefully and understand the consequences of my decision to prevent release of my directory information. I understand this form:

- suppresses my information verbally and in printed form (i.e. campus directory, Web directory, Commencement Program);
- does not prevent disclosure to personnel within the University or a lawfully issued subpoena;
- will make information unavailable to prospective employers, insurance companies, and others to whom I may want this information known or verified; and
- is applicable until such time as I request that it be revoked that I must initiate this option by filing a request to "Release Directory information" with photo identification.

Name (Please print): _____

_____/_____/_____
(signature) (student ID#) (date)

New Brunswick Campus
Verifications Division
Office of the Registrar
Administrative Services Bldg
65 Davidson Rd, 200L
Piscataway, NJ 08854-8096
Phone: 848-445-2738
Fax: 732-445-5948

Camden Campus
Verifications Division
Office of the Registrar
Armitage Hall
311 North 5th Street
Camden, NJ 08102-1499
Phone: 856-225-6053
Fax: 856-225-6453

Newark Campus
Verifications Division
Office of the Registrar
249 University Avenue
Blumenthal Hall
Newark, NJ 07102-9286
Phone: 973-353-5324
Fax: 973-353-5324

RBHS
Office of the Registrar
Verifications Division
65 Bergen Street
Suite 1441
65 Bergen Street
Newark, NJ, 07101
Phone: 973-972-5338
Fax: (973) 972-5320

By Registrar Staff Member: _____

For questions about your directory information, this form and FERPA, please contact the Office of Enterprise Risk Management at (973) 972-8093 or at FERPARU@rutgers.edu.

Dirconf10192015

Missouri State University's FERPA opt out form has good detail and it offers some choices. The form includes specific advice for students who have safety concerns. This is a best practice.

FERPA HOLD REQUEST FORM

Revised 7/1/15

901 S. National Avenue • Carrington Hall • Room 320 • Springfield, MO 65897
Ph (417) 836-5520 • Fax (417) 836-6334



OFFICE OF THE REGISTRAR

Student Name: _____ BearPass #: M
LAST FIRST MI

In compliance with the Family Educational Rights and Privacy Act (FERPA), Missouri State University can release only selected information about a student, designated as "Directory Information," without the student's written consent (or as otherwise specifically allowed under FERPA). Directory information, as defined by Missouri State includes the following:

- Name
- Address*
- Telephone number*
- Campus email address
- Field of study, including majors, minors, certifications, and pre-professional areas of study
- Classification (e.g. sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Participation in officially recognized activities and sports, including photographs of athletes
- Dates of attendance, including matriculation, drop, and withdrawal dates
- Degrees and certificates received, including date awarded
- Awards received, including dean's list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and University-funded scholarships (excluding those that are need based)
- Previous education institutions attended

*The University maintains a number of different address and telephone types for students. Three (residence hall, current mailing, and primary/permanent) are considered directory information. General requests for student addresses (e.g., requests for an "address directory of current students") will be fulfilled by providing one address for each student based on availability according to the following hierarchy: 1) residence hall; 2) current mailing, and 3) primary/permanent. General requests for student telephone numbers will be generated in similar fashion. All non-University contact information provided for purposes of the emergency notification system is not considered directory information. Cell phone numbers, unless provided as a residence hall, current, or primary/permanent telephone number, are not considered directory information.

A FERPA hold may be requested by currently enrolled students. This non-disclosure option means that the University may not release any directory information about the student (except as permitted under the provisions of FERPA.) The University may not even acknowledge to third parties that the person is a student at the institution. Generally, University officials will have routine access to review the student's information.

In accordance with the Missouri Sunshine Law, the University is required to release student directory information. To be excluded from any Sunshine Law requests, student must submit a written request for a FERPA hold by the end of the second week of the semester. Following the second week of the semester, submitting the request for a FERPA hold will exclude students only from the online directory.

In the course of daily business, the University generates a number of reports and documents (e.g., bills, grade reports, lists of majors within a given department, etc.) with student information, including address and telephone. Generally, students with a FERPA Hold are *not* excluded from these reports. If you feel that your personal safety is at risk should others learn your address, you are encouraged to consider obtaining a post office box for use in place of your personal address. Additionally, in the course of daily academic activity, the University may combine class sections in-person or online to enhance the educational learning environment. If you believe your participation in this combined class jeopardizes your personal safety, you are encouraged to contact your instructor or the Office of the Registrar.

Please read and initial below to indicate that you understand the following:

I wish to have a FERPA hold placed on my record.

_____ When I or anyone else calls the University regarding my educational record, including verification of enrollment status or degree(s) awarded, the reply will be similar to this, "I cannot give you information on that individual."

_____ A FERPA hold does not apply to any past publication or release of information.

In making this request, I have reviewed the above information. I understand that FERPA does provide for release of information under certain conditions, even if a hold is on my record. I also understand that this request will remain in effect until I rescind it in writing with the Office of the Registrar.

Student Signature: _____ Date: _____

B. Primary / Secondary Forms

This is an example of a FERPA opt out form located in a handbook. It is not unusual to find FERPA information in student handbooks. This particular FERPA form was in an online handbook, integrated into the surrounding text, making parents' practical ability to utilize the handbook form to make a readily printable FERPA opt out form challenging.

<p>Directory Information Refusal Form</p> <p>"Directory Information" as defined by ██████ County Schools, includes the following categories: Student name, address, telephone number, 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, indication of "graduate" or "non-graduate", degrees and awards received, most recent previous school attended, and photograph.</p> <p>Once such information is published as Directory Information, it may be disclosed at the discretion of the school system without parent/guardian or student permission.</p> <p>If you so refuse, you must inform the school in writing by September 30th.</p> <p>Please use the following form for informing the school of the specific categories in the Directory Information that you do not want released without your written approval.</p> <p>I refuse to permit the designation of the following information as Directory Information:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>(Specific Categories)</p> <p>_____</p> <p>(Name of School)</p> <p>_____</p> <p>(Student Name)</p> <p>_____</p> <p>(Birth date)</p> <p>_____</p> <p>(Signature Parent/Guardian/Eligible Student)</p> <p>_____</p> <p>(Date)</p>
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This FERPA form allows for specific opt out regarding photos and videos. This is a best practice.



PROVO CITY SCHOOL DISTRICT
FERPA (Family Education Rights and Privacy Act)
& OPT OUT FORM

Notice for Photos and Videos

Your child may be photographed or video taped at school. The pictures and videos may be displayed, used on newsletters, web sites, TV, newspapers and/or social media to honor student achievement and promote school programs. Please indicate if you would like to opt out from having your child's photo or video used in the following settings: **Please be aware that signed requests are required annually**

- ☐ Yes ☐ No Web Sites & Social Media – District, School, other
☐ Yes ☐ No Television & Newspapers
☐ Yes ☐ No Newsletters
☐ Yes ☐ No In-School Displays

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Provo School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Provo School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Provo School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing the role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you DO NOT want Provo School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing NO LATER THEN SEPTEMBER 15th. Provo School District has designated the following information as directory information: **Please be aware that signed requests are required annually**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Grade level
- Dates of attendance
- Photograph
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- The most recent educational agency or institution attended
- Participation in officially recognized activities and sports

☐ I do not wish to have directory information released.

Student's Name _____ DOB _____

School _____ Grade _____

Parent's Name _____ Signature _____

Date _____

Submit to: Provo City School District Attn: Student Services 280 West 940 North Provo UT 84604

The Houston Independent School District privacy code offers granular FERPA opt out, which is a best practice.

HOUSTON INDEPENDENT SCHOOL DISTRICT

PRIVACY CODE: STUDENT RECORDS, RIGHTS, AND RESPONSIBILITIES

Student Records: State law requires the Houston Independent School District (HISD) to maintain an education record for each student attending its schools. These records contain identifying data pertaining to the student and may include information concerning demographics, grades, attendance, health, discipline, guidance, assessment, and appraisals.

Access to Records: In addition to HISD employees, who have a legitimate educational interest in a student's records, parents, guardians, and the student are the only persons who have access to student records maintained by the district.

Both parents—married, separated, or divorced—have access to a student's records until the student becomes 18 years of age and is no longer a dependent student under Section 152 of the Internal Revenue Code. A parent's rights to access student records may be restricted by a court order. Legal guardians have the same rights of access as parents. Parents and students may review records during regular school hours by contacting their school principal.

After the student becomes 18 and is no longer a dependent, only the student has access to his or her records. However, that student may consent to others having access.

Under certain restricted conditions, other individuals may review a student's records. These conditions include:

- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Accrediting organizations.
- State and local juvenile justice system authorities pursuant to state law.
- Appropriate officials in cases of health and safety emergencies.

Records may also be reviewed to comply with a judicial order or lawfully issued subpoena provided the parent and student received notice before compliance. No other persons are allowed to review a student's records without either permission of the parent or that of the student if over 18 years of age.

Challenge to Content of a Record: If a parent or a student over 18 feels that the student record contains information which is misleading, incorrect, or a violation of the privacy or other rights of the student, that person may challenge the contents of the record in an informal hearing. To initiate this procedure, contact your school principal.

Copies: A student 18 years of age or over or a parent or guardian of a student under 18 years of age requesting copies of his or her child's official district records for a purpose other than the transaction of the official business of the district shall pay 10 cents a page for each copy. A limit of three high-school transcripts will be provided free to post-secondary schools. Each additional copy will cost \$1. The Inactive Student Records Department microfilms high-school transcripts for permanent retention.

Special Education Records: The district maintains Special Education records for seven years after the last date of service and then destroys the records in accordance with state law. A "Notice of Destruction of Special Education Records" is published annually through the district's website (www.houstonisd.org) advising the parent or adult student how they may request a copy of the records before they are destroyed. It is important that the parent or adult student keep a copy of all Special Education records for use in later years.

Complaints: Parents or a student over the age of 18 have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the district to comply with the provisions of the Family Education Rights and Privacy Act of 1974.

HISD Office Of Student Support | July 2017

HOUSTON INDEPENDENT SCHOOL DISTRICT

PRIVACY CODE: STUDENT RECORDS, RIGHTS, AND RESPONSIBILITIES

Directory Information: Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information for school-sponsored purposes.

Directory information may include the following:

- Student name
- Address
- Telephone listing
- Date and place of birth
- Photograph
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic team
- Dates of attendance
- Awards received
- Most recent previous school attended by a student

If you DO NOT want to release directory information regarding your child, please check the appropriate box on the Privacy Code Form below and return it to your child's school.

Military Recruitment/Higher Education: Public Law 107-110 requires school districts receiving assistance under the No Child Left Behind Act of 2002 to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

If you DO NOT want your child's directory information released to military recruiters or institutions of higher education without your specific, prior, written consent, check the appropriate box on the Privacy Code Form below and return it to your child's school.

PRIVACY CODE FORM

Please check all boxes below that apply.

_____ I have received the Notice of Student Rights and Responsibilities with Respect to Student Records Maintained by the Houston Independent School District.

_____ I request that Houston ISD NOT release any directory information regarding my child, except as required by law.

_____ I request that Houston ISD NOT release my child's name, address, and telephone number to a military recruiter or an institution of higher education, without my specific written approval.

Student's Name _____ Student's Date of Birth _____


Students' School _____ Student's Grade _____

Name of Parent/Guardian _____ Date: _____

Parent/Guardian Signature _____

HISD Office Of Student Support | July 2017

This opt out form can be completed online. This is a best practice.



SARATOGA SPRINGS
CITY SCHOOL DISTRICT

Google Translate
Select Language

SEARCH OUR SITE
site search

DISTRICTSCHOOL WEBSITESACADEMICSAATHLETICSPARENTSCOMMUNITYSTAFFSTUDENTS

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- Board of Education
- Budget Development
- Business Office / Budget
- Careers & HR
- Continuing Education
- Community Flyers
- Events Calendar
- DASA: Anti-Bullying Info
- Health Services
- Lunch Menus
- The Legacy Project
- Registration / New Families
- Safe School Helpline
- SchoolTool Help
- Sports Schedules
- Staff Directory
- Tax Information
- Transportation Questions
- Update Your Information

[home](#)

Form Creator

FERPA Opt-out Form

The Federal Family Educational Rights and Privacy Act (FERPA) generally protects "student records" from disclosure. However, FERPA allows schools to disclose, without parental consent, certain "directory information" unless parents have advised the district to the contrary. The primary purpose of the "directory information" exception to FERPA is to allow Saratoga Springs City School District (SSCSD) to include this type of information in certain school publications. In addition, it allows for the publicity of student accomplishments or specific educational programs to the electronic (television) and print (newspaper) media.

Examples include but are not limited to: A playbill, showing your student's role in a drama production, The annual yearbook, Honor roll or other recognition lists, Graduation programs, Sports activity sheets, such as for wrestling, showing weight, and height of team members.

SSCSD has designated and historically released the following directory information: Student's name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, honors, and awards received, The most recent educational agency or institution attendance.

If you do not want the Saratoga Springs City School District to disclose directory information from your child's education records without your prior written consent, you must must fill out the FERPA online opt-out form below. This form must be filed annually in September for the following school year. Please note: Parents and guardians who opt a student out of FERPA may provide written confirmation to a building principal for a student to be included in a specific place where directory information is used. It is the parent or guardian's responsibility to make this request.

Student's First Name

Student's Last Name

Building

Parent/Guardian Full Name

Parent/Guardian Address (For Verification)

Please do not disclose directory information from my student's education records.

☐ Yes

☐ No

Date

Reason for Opt-out

Submit Form >

District | School Websites | Academics | Athletics | Parents | Community | Staff | Students | Home Page

V. Resources for Schools, Students, and Parents

This list of resources is for parents, students, and educators. This list includes key education-related organizations, FERPA guidance, as well as resources regarding health privacy, including in emergency situations.

Key Education-Related Agencies, Associations, Organizations, Commissions:

U.S. Department of Education

<https://www.ed.gov>

The Office for Civil Rights (OCR) at the U.S. Department of Education

<https://www2.ed.gov/about/offices/list/ocr/index.html>

National Association of State Boards of Education

See in particular NASBE resources on privacy

<http://www.nasbe.org> and <http://www.nasbe.org/project/education-data-privacy/nasbe-resources/>

Council of Chief State School Officers

<https://ccsso.org>

National Governors Association

<https://www.nga.org>

and the NGA's Best Practices for Education at: <https://www.nga.org/bestpractices/divisions/education/>

Individuals with Disabilities Education Act (IDEA)

IDEA is a law that makes a free and appropriate "public education available to eligible children with disabilities throughout the nation and ensures special education and related services to those children." IDEA has a strong focus on protecting the rights of students and parents. The Department of Education maintains the IDEA web site.

<https://sites.ed.gov/idea/>

Federal Commission on School Safety

<https://www.ed.gov/school-safety>

Key Resources for Student and Parent Privacy at Schools

Privacy Technical Assistance Center (PTAC)

The Privacy Technical Assistance Center (PTAC) is part of the Department of Education. PTAC maintains numerous resources regarding FERPA and privacy, and they will also respond to questions.

<https://studentprivacy.ed.gov/request-ptac-training-or-technical-assistance>

Department of Education's Student Privacy Policy Office (SPPO)

(The SPPO administers FERPA.)

Contact:

<https://www.ed.gov/policy/gen/guid/fpco/index.html>

1- 855-249-3072

<https://studentprivacy.ed.gov/contact>

Most Requested Privacy-Related Documents of Department of Education:

<https://studentprivacy.ed.gov/most-requested-documents>

Where to File a Complaint / Ask a Question**General:****Filing a Complaint with the US Department of Education:**

Complaints are filed at the Office of Civil Rights at the U.S. Department of Education.

<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Discrimination in Education:**Department of Education OCR's Outreach, Prevention, Education and Non-discrimination (OPEN) Center:**

Contact: OPEN@ed.gov

(800) 421-3481 (TDD: 800-877-8339)

You may also fill out a complaint form online: <https://www.ed.gov/ocr/complaintintro.html>

Privacy:**Complaints, or Questions:**

File a complaint about a problem with FERPA or ask a question about FERPA.

<https://studentprivacy.ed.gov/contact>

Resources for Issues Related to School Emergencies and Exceptional Circumstances, General

Schools regulated under FERPA have rules and processes in place for significant national emergencies such as major hurricanes, earthquakes, and pandemics.

Readiness and Emergency Management for Schools (REMS)

REMS is a part of the Department of Education that addresses a variety of biological hazards within K-12 schools. Issues include Coronavirus, or COVID 19, contaminated food outbreaks, other infectious diseases, toxic materials, and other biological hazards.

https://rem.ed.gov/Resources_Hazards_Threats_Biological_Hazards.aspx

Resources Specific to COVID-19 and other Health-Related Emergencies at Schools

Schools regulated under FERPA have rules and processes in place for significant national emergencies such as major hurricanes, earthquakes, and pandemics. This section is focused on health, privacy, and student and parent rights related to COVID-19.

FERPA and the Coronavirus Disease 2019 (COVID-19)

<https://studentprivacy.ed.gov/resources/ferpa-and-coronavirus-disease-2019-covid-19>

COVID-19 Emergency Fact Sheet: Addressing the Risk of COVID-19 in Schools While Protecting the Civil Rights of Students

U.S. Department of Education: <https://www2.ed.gov/about/offices/list/ocr/docs/ocr-coronavirus-fact-sheet.pdf>

Providing Services to Students with Disabilities During the COVID-19 Outbreak:
<https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-covid-19-03-12-2020.pdf>

A Selection of additional Resources from REMS:

- *Infectious Disease/Pandemic Outbreak: Response, Memorandum of Understanding, Tips for Parents, and Parent Letters*, Durango School District 9-R (primary/secondary)
https://rems.ed.gov/docs/repository/REMS_000089_0001.pdf
- *Pandemic Influenza Plan*, Lancaster City Schools (primary/secondary)
https://rems.ed.gov/docs/repository/REMS_000093_0001.doc
- *Pandemic Influenza Response Plan*, Page County Office of Emergency Management (primary/secondary)
https://rems.ed.gov/docs/repository/REMS_000093_0002.pdf
- *Pandemic Influenza Severity Levels and Response*, Whitman College (postsecondary)
https://rems.ed.gov/docs/repository/REMS_000075_0001.pdf
- *Threat- and Hazard-Specific Annexes*, Iowa Department of Education (K-12)
https://rems.ed.gov/docs/2017Toolbox/IA_Threat- and Hazard-Specific Annexes.docx