

## Consent to Release Student Directory Information Opt Out Form

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_

According to the *Family Educational Rights and Privacy Act of 1974* (FERPA), directory information about students may be released by Davidson County Schools without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information.

### Davidson County Schools has designated the following information as directory information:

- student's name, address, parent's telephone listing
- degrees, honors and awards received
- photographs and videos used for informational or news-related purposes of a student in school or school sponsored activities that have appeared in school publications
- information in relation to officially recognized activities and sports
- grade level
- dates of attendance
- weight and height of members of athletic team
- date and place of birth

The primary purpose of directory information is to allow Davidson County Schools to celebrate the accomplishments of its students by sharing information with the community. To do this, the District may submit press releases to the local media (newspapers, radio, television, and online news blogs) that include student directory information, such as names, grade levels, information related to student accomplishments, photographs and video recordings. In addition, we may choose to display such information at various school functions, post information on the District's website and social media channels, and/or publish information in District-sponsored publications.

### District-sponsored publications and videos include:

- Informational videos
- Graduation programs; and Sports activity sheets or athletic team rosters
- A playbill or program, showing your student's role in a theatre production, musical performance or other DCS event
- The annual yearbook
- Honor roll, scholarships, awards or other recognition lists

In addition, directory information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, trade/technical schools, and potential employers. Federal No Child Left Behind legislation requires DCS to provide all branches of the military with three directory information categories for students -names, addresses, and telephone listings - unless parents/guardians (or students 18 years of age or older) have advised the school that they do not want their student's information disclosed without prior written consent.

### Parents/guardians have the right to have directory information withheld upon written request.

If you agree to allow Davidson County Schools to release directory information about your student, you need not reply.

If you prefer to deny release of your student's directory information, please complete the form below and return it to your child's school.

### Only return this form to DCS if you are requesting to withhold directory information.

By signing and returning this form to DCS, I formally state that I **DO NOT** grant permission to Davidson County Schools to release directory information for my student as follows:

- Do Not Release to U.S. Military (Army, Navy, Air Force, Marines, etc.)
- Do Not Release to Colleges and other educational institutions
- Do Not Release to Prospective Employers
- Do Not Release to Political Offices
- Do Not Release to Media or include my student's directory information\* in District-sponsored publications (yearbook, graduation program, theatre playbill, athletic team rosters, etc.), display such information at various school functions, or post such information on the District's cable channel, website and social media channels.

*\*(Directory information includes your student's name, grade level, photos/video, honors, accomplishments, and awards received).*

The request to withhold directory information will be in effect from the date it is received by the school until the date your student graduates or is released from Davidson County Schools.

You may change your preferences at any time by submitting a new form to DCS.

Parent /Guardian (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (Print Name) \_\_\_\_\_