

Non-Disclosure of Directory Information

The **Family Educational Rights and Privacy Act (FERPA)**, a Federal law, requires that Oak Ridge Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school 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 Oak Ridge Schools to include this type of information from your child's education records in certain school publications.

The **No Child Left Behind Act of 2001 [NCLB]**, a Federal law, also requires that Oak Ridge Schools, release student and family information to military recruiters unless the parent submits an "opt out" in writing.

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 parents want to opt out of the disclosure of Directory Information, release for student work and/or photographs on the Oak Ridge Schools websites, **please complete this form and return to the building level principal.** Oak Ridge Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

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

___I do not want student information, work or photographs released on my child. This also includes information to military recruiters, military schools or the Armed Services.

Child's Name

Parent/Guardian Signature & Date

