

## **Campbell Union High School District Opt Out Notice for Directory Information**

This form provides parents and guardians the opportunity to opt their student out of the release of directory information and/or the Campbell Union High School District's posting and use of specified directory information in District digital media and communications as well as the District's yearbook.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Campbell Union High School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the 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 District to include information from your child's education records in certain school publications. Examples include: a playbill, showing your student's 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. The District has designated the following information as directory information: student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent previous school attended. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. To review additional organizations that may be recipients of this information, please refer to the section titled "Release of Directory Information" in the Annual Notice of Rights and Responsibilities of Parent/Guardians, linked here: <https://4.files.edl.io/e2f6/06/13/19/204453-d0b7222c-e54c-4e49-9cc9-3e3fdaf4d7c1.pdf> In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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.<sup>1</sup>

This release is optional. If you do not want the District to release directory information from your child's education records without your prior written consent or to use such directory information on District digital communications tools (e.g., District website), you must notify the District by checking the boxes below.

### **Release of Directory Information**

Pursuant to FERPA and the California Education Code, the District may release "directory information" to certain persons or organizations when it is requested. Parents and guardians may opt-out of having their student's directory information released by indicating such directly below. This opt-out does not apply to directory information released for District yearbook purposes.

**I do not** want my child's directory information to be released. \_\_\_\_\_

<sup>1</sup> These laws are Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and (10 U.S.C. § 503(c).) {SR293192}

For Grades 9-12 only:

I **do not** want my child's directory information to be released to military recruiters. \_\_\_\_\_

I **do not** want my child's directory information to be released to institutions of higher education. \_\_\_\_\_

**Release of Directory Information for Yearbook Purposes**

The District may use and release such directory information to third parties for purposes, including, without limitation, compiling, completing and printing the District's annual yearbook. Parents and guardians may opt-out of having their student's directory information released and/or used for such purposes by indicating such directly below.

I **do not** want my child's directory information to be released for yearbook purposes.

**Posting and Use of Student Images on District Digital Communications Tools**

The District may utilize student directory information, such as student photographs, on various forms of District digital communication tools, including, without limitation, the District's website and District social media, for purposes including, without limitation, displaying student achievement or various projects and accomplishments of the District and its students. These District digital communication tools do not include internal District digital communications tools, such as administrative software and student information systems. Parents and guardians may opt-out of having their student's directory information used on District digital communication tools and social media by indicating such below.

I **do not** want my child's image posted through any District digital communication tools or District social media.

\_\_\_\_\_  
Parent/Guardian Printed Name

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

\_\_\_\_\_  
Date

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

Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_