

NORTHVILLE PUBLIC SCHOOLS
Northville, Michigan

Directory Information Opt Out

There are a number of circumstances in which Northville Public Schools may publicly disclose basic information about students, including students' names, awards earned, and extracurricular and athletic participation. This information is known as "directory information." As required by law, Northville Public Schools provides parents information about "directory information" in its "Annual Notifications to Parents" disseminated electronically, and available on the District's website. You have the right to opt your student out of the disclosure of directory information.

The Board of Education has defined "directory information" to include a student's name; address and telephone number; grade level; photograph; date of birth; participation in School District related programs and extracurricular activities; height and weight of members of athletic teams, where such information would be published; honors and awards received by a student; and a student's dates of attendance and date of graduation.

If you elect for your student's directory information to not be released for any of the purposes listed below, please return this completed form to your student's school office within 30 days of receiving the District's Annual Notifications.

(Please check the boxes next to the use(s) for which the District may not disclose directory information about your student). Northville Public Schools **may not** disclose my student's directory information for the following purposes:

- For school or district publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, or school newsletter.
- For school or district auto-dialer system to communicate school or district information.
- With prospective employers.
- With news media outside the school or district.
- With the school PTA, PTSA or parent organization.
- With other groups and entities outside of the school or district, including governmental, community, advocacy and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Please do not release my child's name, address or telephone number to U.S. Military recruiters without my prior written consent
- Please do not release my child's name, address or telephone number to institutions of higher education recruiters without my prior written consent

Only complete and return this form to your child's school office if you **do not** want your student's directory information released for one or more of the specific uses listed above. Once a written notice to opt out of directory information is submitted, it remains in force for the duration of your student's enrollment in Northville Public Schools and/or a subsequent written notice of opt-out preference is submitted.

This form supersedes any prior notice of Opt Out of Directory Information.

Student's Name _____

School _____ Grade _____

Parent/Guardian/Eligible Student* Signature _____ Date _____

*An Eligible Student is a student who is 18 years of age or older.

Office Use Only:
Maintain Copy in Student CA-60, School Office File, and Central Office/Student Data
Date entered into MISTAR: _____
By Whom: _____

Revised 1/18/19