



Release of Student Information & Photo Release "Opt Out" Form

This form should be filled out **ANNUALLY** and kept on file with the child's school **ONLY IF PARENTS CHOOSE AN OPT-OUT OPTION.**

Student's Name: _____ Grade: _____

School: _____ School Year: _____

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. If you wish to opt out, you must check the box(es) below and return this form no later than September 30, or 10 days following the student's enrollment in the School, whichever is later. This election is good for the remainder of the current school year.

Parent, please check all that apply:

- PLEASE DO NOT INCLUDE MY STUDENT'S INFORMATION IN **DIRECTORY INFORMATION*** THAT MAY BE RELEASED WITHOUT MY CONSENT INCLUDING, BUT NOT LIMITED TO:
 - YEARBOOKS
 - NEWSLETTERS
 - BROCHURES
 - AWARDS

- PLEASE DO NOT RELEASE MY STUDENT'S DIRECTORY INFORMATION TO THE **ARMED FORCES***.

- PLEASE DO NOT PUBLISH MY STUDENT'S **PHOTO/IMAGE AND STUDENT WORK***.

Parent/Guardian's Name (Please Print)

Date:

Parent/Guardian's Signature

*Complete FERPA information is provided on the back of this form.

About FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- 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
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student Directory Information

Public Disclosure of Student Directory Information – (For ALL Students Grades Pre-School-12)

In accordance with federal and state laws, Our Lady of the Elms may release student directory information for various purposes. Student directory information is defined by the School's administration, and may include:

- Student name, address, and 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
- Honors, awards & degrees received
- School & grade level
- Previous educational agencies or institutions attended by the student
- Photographs, videos and other similar information

Public disclosure of student directory information may occur in many ways, such as:

- School yearbooks (including photos).
- Team rosters and class lists.
- Graduation, theater, athletic, and music programs.
- Video performances, school activities, and athletic events.
- Articles about school activities and athletic events.
- School honor roll, scholarships and other awards.
- Releases to media.

Release of Directory Information to the ARMED FORCES – (For High School Students Only)

The No Child Left Behind Act of 2001 (NCLB) and the National Defense Authorization Act for Fiscal Year 2002 both require high schools to provide military recruiters with access to directory-type information on secondary school students. Upon request, and after notifying parents, schools must release to military recruiters the name, address, and telephone numbers of high school juniors and seniors, unless the parent or eligible student has opted out of the release of this information to military recruiters. If you wish to opt out, you must check the box below and return this form no later than September 30, or 10 days following the student's enrollment in the School, whichever is later. This election is good for the remainder of the current school year.

Publishing of Pictures, Videos & Student Art/Work in Schools

Our Lady of the Elms likes to celebrate the achievements of our students and staff. Throughout the year, the External Relations Department and staff may take photographs of students and school activities. These photographs may appear in various School materials, including the School's website (www.theelms.org), newsletters, yearbooks, brochures, etc. We, at times, may also publicize student work.