

Student Directory Information Notification & Opt-Out Forms

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents/guardians (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed. Information about the living situation of a homeless student is not considered directory information.

DIRECTORY INFORMATION OPT-OUT FORM

FOR ALL STUDENTS

The District has designated a student's name, school, mailing address, guardian e-mail address, grade level, honors and awards, photograph (including use of student photographs in school District publications, in school District social media, on the school District's website, and in the news media), video or film of students when filmed by the District for educational purposes or for promotional use or filmed by news media, and major field of study as directory information.

Photos and video that would generally be considered harmful or an invasion of privacy if disclosed are not directory information.

The District has also designated a student's date of birth as directory information only for purposes of the U.S. Department of Education Free Application for Federal Student Aid (FAFSA) Completion Project. All Kentucky high schools report directory information plus course enrollment and student emails to the Kentucky Higher Education Assistance Authority (KHEAA) for students enrolled in dual-credit courses for financial aid purposes. If you do not want this information released to people requesting directory information, the parent/guardian or eligible student (18 years of age or older) must sign this form and return it to the school office within one (1) month after enrollment. This opt-out request will remain in effect for the current school year only.

I hereby exercise my rights under state and federal law and hereby request that the name, address, grade level, honors and awards, photograph (as outlined above), major field of study, and date of birth (for FAFSA Completion Project) of _____ (student name), currently a student at _____ (school name), not be released without prior written consent. I understand that this opt-out will remain in effect for the current school year only.

Signed by (Check one)

☐ Eligible Student ☐ Parent/Guardian

Signature _____

Name (Please print) _____

Address _____

City/State/Zip _____

This form is distributed to all students at the beginning of the school year in
the *Student Support and Behavior Intervention Handbook*.

For an explanation of the state and federal laws applicable to this form, see the
Student Support and Behavior Intervention Handbook and the *Student Bill of Rights*.

Student Directory Information Notification & Opt-Out Forms**MILITARY RECRUITER OPT-OUT FORM****FOR HIGH SCHOOL STUDENTS ONLY**

If you do not want the student's name, address, and telephone number released to military recruiters, the student (regardless of age) or parent/guardian must sign this form and return it to the school office within one (1) month after enrollment. If a Military Recruiter Opt-Out Form has been submitted at any time since August 2013, another submission is not necessary. District policy is to release the directory information of the current juniors and seniors one (1) month after the start of each school year. In order to be opted out, students must have submitted this form before that time in their junior year.

I hereby exercise my rights under state and federal law and hereby request that the name, address, and telephone number of _____ (student name), currently a student at _____ (school name), not be released to military recruiters without prior written consent. I understand that this opt-out request will remain in effect for my entire high school career and that I can revoke this option at any time by notifying my school and/or school District in writing of my decision.

Signed by (Check one)

☐ Eligible Student ☐ Parent/Guardian

Signature _____

Name (Please print) _____

Address _____

City/State/Zip _____

This form is distributed to all students at the beginning of the school year in the *Student Support and Behavior Intervention Handbook*.

For an explanation of the state and federal laws applicable to this form, see the *Student Support and Behavior Intervention Handbook* and the *Student Bill of Rights*.

A substantially equivalent electronic form may be used by the District in lieu of this paper form.

Review/Revised:7/21/2020