



## Auburn School District Directory Information Withholding Form

### Student records are private by law

Federal law prohibits school districts from releasing information found in student files without parent/guardian permission, except for what is called directory information. Directory information may be released under the Family Educational Rights and Privacy Act of 1974 (FERPA). The district does not release directory information for commercial purposes.

### Parents can tell the school and district to keep directory information private

Parents of students under age 18 and students who are over 18 have the right to tell the school district and its schools to keep directory information private.

### What is directory information?

Directory information includes:

Name	Dates of Enrollment (dates of attendance/recent or previous schools)
Home address	Student ID
Photographs	Network User ID
Telephone number(s)	Email addresses
Date of birth	Degrees and awards received
Parent/guardian names	Participation in officially recognized activities and sports
Grade level	Weight and height of members of athletic teams

### Keeping directory information private

If you complete the *ASD Directory Information Withholding Form*, your student's directory information **will not be disclosed to outside organizations, the military, or any institutions of higher education; used to access online educational resources; or used in any communication that could reach the public or media.**

For example:

- A press release or media story (newspaper, radio or television) on an award, play or class project
- District newsletter to all parents and/or staff
- Publications directed at district staff members
- Video shown to teachers from other schools within the district
- School video shown at a school board meeting open to the public
- Student or PTSA directory
- School yearbook
- Graduation program
- School newsletter
- The school's website, district website or social media
- Military recruiters' rosters
- Email mailing lists for PTSA communications

***If you do not want your student's directory information released, please complete and sign the Directory Information Withholding form and return it to:***

**Daman Hunter, 915 4<sup>th</sup> Street N.E., Auburn, WA 98002 or fax it to 253-931-8006.**

**If you wish to allow the district to release directory information, you do not need to complete this form.**

**Auburn School District  
Directory Information Withholding Form**



**If you will allow the district to release directory information, you do not need to complete this form.**

**If you do not want the school and district to release your student's directory information**, submit this form to Assistant Superintendent Daman Hunter on or before October 15, of the current school year, even if you submitted a form last year. (Students enrolling after October 15 may submit this form within two weeks of enrollment.)

Please use one form for each student in your household. Additional forms are available at your student's school.

Should you decide to ask the district to withhold information from public release or district use, please remember the district will not release or publish any information on your student for any reason.

**Please print:**

**Student's First Name** \_\_\_\_\_ **Student's Last Name** \_\_\_\_\_

**Student's School** \_\_\_\_\_ **Grade** \_\_\_\_\_

**I want the school district to keep my student's directory information private:**

- Withhold from release.** Do not release my student's directory information to any outside entity. I understand this exemption will exclude my student's name from publications including, but not limited to, parent organization mailing lists, the school yearbook, programs for school activities, graduation programs, honor rolls, or other information in the school and local newspapers or media for the current school year.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Parent/guardian must sign unless the student is 18 years or older.*

**Please return the signed form to:  
Daman Hunter, Assistant Superintendent of Human Resources  
915 4<sup>th</sup> Street N.E., Auburn, WA 98002  
or fax it to 253-931-8006.**

**If you will allow the district to release directory information,  
you do not need to complete this form.**