



## 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. The exception is for 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.

### What is directory information?

Name	Grade Level
Home address	Dates of Enrollment (current or previous schools)
Telephone number(s)	Email addresses
Photographs	Degrees and awards received
Date of birth	Participation in officially recognized activities and sports
Parent/guardian names	Weight and height of members of athletic teams

### Keeping directory information private

Parents can choose to keep directory information private by completing this form. Information will not be disclosed to:

- Outside organizations
- Military recruiters
- Institutions of higher education
- Any communication that could reach the public or media.
- School yearbook
- Graduation program
- District/school newsletter to all parents and/or staff
- Publications directed at district staff members
- Videos for internal or external viewing
- The school's website, district website or social media
- 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:  
Chris Callaham, 915 4th Street N.E., Auburn, WA 98002 or email signed copy to  
czifka@auburn.wednet.edu.**

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

**Auburn School District  
Directory Information Withholding Form**



**If you 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 the Assistant Superintendent for Human Resources 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 beyond federal, state, or law enforcement requirements.

**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**

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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