RELEASE OF STUDENT DIRECTORY INFORMATION

Federal law prohibits schools or the district from releasing student information without parent permission, except for what is termed “directory information.” According to the Family Educational Rights and Privacy Act of 1974 (FERPA), “directory information” about most students may be released by the district unless parents or guardians file written notice that they do not want such information released. Third parties that request “directory information” includes, but is not limited to, the military, the media, colleges/universities/technical schools, youth groups, scholarship grantors, and/or parent-student organizations.

“Directory information” includes the student’s name, address, and phone number; student’s photograph; student’s date and place of birth; student’s course of study; grade of attendance; student’s participation in recognized activities and sports; weight and height of members of athletic teams; date of attendance; degrees and awards received; and most recent previous school attended.

Unless the district receives written notice from a parent/guardian indicating they do not want “directory information” released, the district will normally release “directory information” in the form of address labels or student listings. Student photographs may also be published in yearbooks, student/school newspapers, school handbooks, school or district Web pages, etc. Such publications are considered public domain and can be reproduced by the media.

“Directory information” on an individual student (not part of a group listing) will not be released without prior parental consent. The school district will not release “directory information” for commercial purposes. Even if consent is given, the building administrator reserves the right to deny the release of “directory information” should he/she determine it would not be in the best interest of the students.

Parents/guardians and students 18 years of age or older who do not want any or all categories of “directory information” released to any third party without their prior consent must provide written notice to the district by completing and returning the Exemption Request form from this page. If you do not wish for “directory information” to be released to just one or more of the specific third parties listed above, please call Debbie Leighton, Assistant Superintendent, Human Resources, at (253) 931-4932 for a specific Exemption Request form. Any Exemption Request must be received no later than October 16, 2015, or within two weeks of enrolling in the district. If an Exemption Request is not received by October 16, 2015, the district will assume that consent has been given.

EXEMPTION REQUEST

I understand this exemption will exclude my student’s name in parent organization mailing lists, school annuals, programs for school activities, commencement programs, honor rolls, or other school information in the school and local newspapers for this current school year.

I do not wish the directory information (as defined in the Auburn School District regulations) to be released without my prior, written consent.

Student Name _______________________________________________________
Birthdate ___________________________________ Grade __________________
School _____________________________________________________________
Parent/Guardian Signature ____________________________________________
Address ____________________________________________________________
City ___________________________________ Zip ______________________
Phone Number ____________________________ Date _____________________

Please return this form to:
Debbie Leighton, Assistant Superintendent, Human Resources
Auburn School District
915 4th Street NE
Auburn, WA 98002