



# LAKWOOD SCHOOL DISTRICT #306

## Do NOT Release Directory Information Request

School Year: \_\_\_\_\_

The Family Educational Rights and Privacy Act allows school districts to release "Directory Information" without specific consent from parents. Directory information includes the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Lakewood School District will release directory information upon request to law enforcement and Child Protective Services without the consent of parents. Lakewood School District does not release directory information for commercial use.

Unless families opt out of the release of information by completing the form below, the Lakewood School District will release student names, addresses, and telephone numbers, upon request to official United States government military recruiters in accordance with federal law.

Students participating in the state Address Confidentiality Program may wish to submit this form to maintain confidentiality of directory information.

If you do not want directory information released, complete this form and return it to your child's school office. A copy of your completed form will be kept at your child's school and the original forwarded to the Administration Office.

**Do Not Release Directory Information requests must be completed annually.** If no form is on file, permission for the release of directory information and/or photos is granted. The *Do Not Release Directory Information* form covers all requests for directory information unless the law permits release: see Board Policy 5600 for additional information



### DO NOT RELEASE DIRECTORY INFORMATION REQUEST FORM

- 1.  **Military (Grades 9-12): Please do NOT release directory information to military recruiters (Information will not be released to military recruiters)**
- 2.  **Public: Please do NOT release directory information in any situation except to law enforcement or Child Protective Services (Institution of Higher Learning; Name will not appear in any publication including Honor Roll - graduation information sent to local newspapers - yearbook, etc.)**
- 3.  **Local: Please do NOT release photographs (Photo of your child will not appear in yearbooks, school newsletters, in local media, etc.)**

Student Name \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian of Student  
(Students who are 18 years of age may sign request)

**UPON COMPLETION, PLEASE RETURN THIS FORM TO YOUR CHILD'S SCHOOL OFFICE**

FOR OFFICE USE ONLY	
<input type="checkbox"/>	Completed form sent to District Office
<input type="checkbox"/>	Information entered into WESPaC

# LAKWOOD SCHOOL DISTRICT #306

## Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that <http://www.ed.gov/print/policy/gen/guid/fpco/ferpa/lea-officials.html> (1 of 2)4/13/2007 9:12:34 AM Model Notification of Rights under FERPA for Elementary and Secondary Schools – Printable administrators FERPA are: Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

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