

Lake Washington School District

Request to Prevent Disclosure of Directory Information

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.**

Parents can tell the school and district to keep directory information private as well, with this form

The district does not release directory information for commercial purposes. Directory information may be released under the Family Educational Rights and Privacy Act of 1974 (FERPA). However, parents of students under age 18 and students themselves 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
Home address	Enrollment status
Photographs	E-mail addresses, including personal and school-assigned
Telephone number(s)	Degrees and awards received
Date and place of birth	Participation in officially recognized activities and sports
Most recent/previous school attended	Weight and height of members of athletic teams

Options for keeping directory information private

The district provides three options for withholding directory information, which means keeping it private. Each option concerns how widely the information might be communicated, such as use only in school publications.

Public use: Your student's directory information **would not be used in any communication that could reach the public.** That includes, for example:

- The school's Web site or district Web site, which can be reached by anyone
- A press release or media story (newspaper, radio or television) on an award, play or class project
- Graduation program
- District newsletter to all parents or district calendar
- School video shown at a school board meeting open to the public and broadcast on television

District internal use: Your student's directory information **would not be used in any communication within the school district.** That includes, for example:

- A district newsletter that goes to all staff
- A secure internal district Web site that cannot be accessed from outside the district
- Any other publications directed at district staff members
- A video shown to teachers from other schools within the district

Local/school use: Your student's directory information **would not be used in any communication by his or her school.** That includes, for example:

- Student or PTSA directory
- School yearbook
- School newsletter
- School Web site open only to classmates

Students in Grades 9-12 Have Two Additional Options

Military: Your student's directory information **would not be released to any branch of the armed services.** The military is entitled to the names, telephone numbers, and addresses of high school students unless the parent, guardian, or student (even if under the age of 18) checks the box on this form. The military does have other sources for names and addresses, so checking this box does not guarantee that the military will not contact your child.

Higher education: Your student's directory information **would not be released to any institution of higher education.** Again, colleges and universities may get lists of students from other sources such as educational testing groups. Students may still ask for their information and records to be supplied to specific colleges or universities even if parents check this box. This option would only mean that responses to requests for the names and addresses of all juniors at a high school, for example, would not include your student's information.

Please fill out and sign the form on the other side of this page.

Lake Washington School District

Directory Information Withhold Form – SS100

If you do want the school and district to keep your student's directory information private, submit this form to your student's school office on or before September 15 of the current school year, even if you submitted a form last year. If you do not return the form by September 15 of the current school year or do not check any of the boxes on this form, directory information may be released. Please use one form for each student in your household. Additional forms are available at your student's school.

Please consider carefully the consequences of a decision to withhold directory information. Should you decide to ask the district to withhold information from public, district internal and local/school use, the district will not be able to release any information on your student for any reason.

Please print:

Student's First Name _____ Student's Last Name _____

Student's School _____ Grade _____

All Grades:

I want the school district to keep my student's directory information private by withholding it from:

- Public use.** I want my student's directory information kept private from any outside entity or any communication that may reach the public, including event announcements, press releases or media coverage of any school events or programs, announcements of awards or achievements, **graduation announcement supply companies**, unrestricted school or district Web sites, or publications that are distributed to all parents in the district or to the community. **Note: by checking this box, a student's name cannot be announced at graduation or printed in the graduation program.**
- District internal use.** I want my student's directory information withheld from internal district communication, including district staff newsletters or secure internal Web sites.
- Local/school use.** I want my student's directory information withheld from any school-specific communication, including school newsletters or restricted-access class Web sites. **Note: By checking this box, your student's name and photo cannot be printed in the school yearbook or a school directory.**

Signature _____ Date _____

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

Grades 9-12 Only:

- Military:** I want my/my student's directory information to be withheld from the military.
- Higher education:** I want my/my student's directory information to be withheld from higher education.

Signature _____ Date _____

Parent/guardian/student. - Students under 18 can sign this section.