

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

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. The district does not release directory information for commercial purposes.

What is directory information? Directory information includes:

Name	Dates of enrollment
Home address	Enrollment status
Photographs	E-mail addresses, including personal, parent and school-assigned
Telephone number(s)	Degrees and awards received
Date and place of birth	Participation in officially recognized activities and sports
Parent/guardian names	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 can be communicated.

Withhold from public use: If you check this box, your student's directory information **will not be used in any communication that could reach the public.** That includes, for example:

- The school's website or district website, 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
- School video shown at a school board meeting open to the public and broadcast on television

Withhold from district internal use: If you check this box, your student's directory information **will 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 website 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

Withhold from local/school use: If you check this box, your student's directory information **will not be used in any communication by his or her school.** That includes, for example:

- Student or PTSA directory
- School yearbook
- School newsletter
- School website open only to classmates
- E-mail mailing lists for PTSA communications

Students in Grades 9-12 Have Two Additional Options

Withhold from Military: If you check this box, your student's directory information **will 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.

Withhold from Higher education: If you check this box, your student's directory information **will 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 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:

- Withhold from public use.** Do not release my student's directory information to any outside entity or use in 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.**
- Withhold from district internal use.** Do not use my student's directory information in any internal district communication, including district staff newsletters or secure internal websites.
- Withhold from local/school use.** Do not use my student's directory information in any school-specific communication, including school newsletters or restricted-access class websites. **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:

- Withhold from Military:** Do not release my/my student's directory information to the military.
- Withhold from Higher education:** do not release my/my student's directory information to institutions of higher education.

Signature _____ Date _____

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