



Lake Washington School District

Request to Prevent Disclosure of Directory Information

Federal law prohibits school districts from releasing information found in student files without parent/guardian permission, except for what is called **directory information**. The district does not release directory information for commercial purposes but does release this information when there is a legitimate educational purpose for doing so. Directory information may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, parents of students under age 18 and students themselves who are over 18 have the right to withhold the disclosure of directory information.

Directory information includes:

Name	Enrollment status
Home address	Major field of study
E-mail addresses, including personal and school-assigned	Photographs
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
Dates of enrollment	

The district provides several options for directory information withholding. If you do not check any of the boxes, directory information may be disclosed. You may opt out of any of the following:

External use: Directory information would not be released by the school or district through any means that could reach the public. That means your child's photo or name could not be posted on the school website that can be reached by the public, any media covering a school event such as a play, a class project or awards ceremony would not be able to use any information about or photo of your child, a photo of your child could not be used in the printed calendar that goes to all parents at the beginning of the school year, your child's achievements or awards could not be shared through the district's newsletters that go to all parents or the community.

School/district internal use: Directory information would not be released through any school-specific communications or those that go to district staff only. That includes publications that are distributed within the school or school district, such as the student name and address in a directory, the student photo in a school yearbook, the student's name and photo on a class web site that is only open to classmates, or information on the student winning an award that goes in the school's newsletter or a district newsletter that goes to all staff.

Students In Grades 9-12 Have Two Additional Options.

Military: Your child's directory information would be withheld from any branch of the armed services. The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors unless the parent, guardian, or student (even if under the age of 18) checks the box in the grades 9-12 portion of this form. The military typically requests this information in October of each academic year. Please note that 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. It does mean the school district will not share it with the military.

Higher education: Your child's directory information would be withheld from any institution of higher education. Again, please note that colleges and universities may get lists of students from other sources such as educational testing groups. Students may still request that their directory information and their educational records be supplied to specific institutions of higher education 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 child's information.

Please submit this form to your student's school office on or before October 1 of the current school year, even if you submitted a form last year. If you do not submit the form to request nondisclosure, your student's information will be released for appropriate uses. Please use one form for each student in your household. Additional forms are available at your student's school.



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Directory Information Withhold Form – SS100

Please consider carefully the consequences of a decision to withhold directory information. If you want to allow release of your child's directory information, simply sign and return the form with no boxes checked. Should you decide to ask the district to withhold information from everyone, the district will not be able to release any information on your student for any reason. A Directory Information Withhold Form needs to be filled out every year of student's attendance in Lake Washington School District. Return this form to your school.

Please print:

Student's Name _____

Student's School _____ **Grade** _____

Signature _____ **Date** _____

Parent/guardian/student if 18 years or older

All Grades:

- Withhold from **external use**: I want my child's directory information withheld 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 websites, or publications that are distributed to all parents in the district or to the community.
- Withhold from **school/district internal use**: I want my child's directory information withheld from any school-specific or internal district communication, including school yearbooks, directories or newsletters, school newsletters, district staff newsletters, or restricted-access school or class web sites.

Grades 9-12 Only:

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