Family Education Rights and Privacy Act (FERPA):
Request to Prevent Disclosure of Directory Information

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. Your student's educational records are private. School districts may release the records only to the student's parents/guardians or to students 18 and older, or to designated school district officials.

However, FERPA allows school districts to release students' "directory information" to anyone. FERPA defines "directory information" as information in a student's educational records that generally would not be considered harmful or an invasion of privacy if disclosed. Parents have the option to ask the school district to keep that information private.

Lake Washington School District ("District") defines student directory information as:

- full name
- address
- email addresses (parent and student school-assigned)
- phone number
- photograph/image
- schools attended
- grade level

- parent/guardian names
- participation in school activities and sports
- weight and height of members of athletic teams
- dates of school attendance
- enrollment status
- diplomas and awards received
- date of birth

Under FERPA, if you do NOT want the District to release the directory information described above involving your student, *you must notify the District by September 15 each year.* Instructions for how to opt-out of the release of directory information are listed below. *Note: You may complete the opt- out process at any time, but in order to ensure the directory information will not be released, the District requests that you complete the process it prior to September 15 of each year.*

To make a request to withhold your student's directory information from release, you must complete one of the following processes:

1) **Complete the request as part of the Online Student Information Verification process. (See specific instructions on the back of this document.)**

2) **Complete an online request through Skyward Family Access – after Online Student Information Verification process ends. (See specific instructions on the back of this document.**

3) **Write a letter to your student's school principal letting them know that you would like to opt out of the release of Directory Information under FERPA.**

What happens if you complete the opt-out process and turn in the FERPA opt-out letter or opt-out through the online student information verification process? The District and its schools will **not** release your student's directory information in any way that could reach beyond the schoolhouse or to any outside organization. For example, your student will **not** be included in the school yearbook. They would not be mentioned in school or PTSA newsletters, or school/PTSA directories. No photos or videos of your student would be posted on the District's website or social media. Your student would not be included in event programs. They would not be included in award listings in local media or school newspapers. The District will **not** provide your student's identity to others, except with consent or in accordance with FERPA or other applicable laws. It will not confirm your student's enrollment in its schools.

Please note: District employees will exercise their best judgment when releasing directory information. They will seek parent/guardian permission for situations outside of the typical school-related activities or news or requests for directory information as required by law. Also, the District cannot control the release of certain directory information such as photographs or names when students participate in school events that are open to the public.

For more information about your rights under FERPA: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

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There are three options for submitting a request to withhold directory information:

1. **Complete the Directory Information Withhold portion of the Online Student Information Verification Process**
   - Visit the District's website (www.lwsd.org), then click on "Students and Families" at the top left corner. Select "For Students and Families" from the drop-down menu.
   - Click "Skyward Student Access/Family Access" link on the left side of the page.
   - Click "Go to Online Student Information Verification for (Student Name)".
     - o Or, click on the "Online Student Information Verification" button, then click on your student's name.
   - Go to the section titled "Verify Student Information."
     - o Under "Student Information," you will find the "Allow Publication of Student's Information for:" section at the bottom of the page. You can select "Yes" or "No" to any of the following options:
       - ▪ **Military:** If you select "No," LWSD will not release student information to military recruiters (grades 9-12).
       - ▪ **Higher Ed:** If you select "No," LWSD will not release student information to institutions of higher education (grades 9-12).
       - ▪ **Public:** If you select "No," student information will not be shared with any person, entity or organization outside of the school district and its partner organizations such as the PTSA, Lake Washington Schools Foundation (LWSF), and school recognized booster clubs. Your child's information will NOT: appear in news releases, be announced at graduation, or posted on school or district websites.
       - ▪ **District:** If you select "No," student information will not be used in any communication within the school district and its partner organizations such as the PTSA, Lake Washington Schools Foundation (LWSF), and recognized school booster clubs. Your child's information will NOT: be published in student/PTSA directories, yearbooks, or posted on internal school websites open only to classmates.

2. **Complete an online request through Skyward Family Access --
   after Online Student Information Verification Process ends**
   - Visit the District's website (www.lwsd.org), then click on "Students and Families" at the top left corner. Select "For Students and Families" from the drop-down menu.
   - Click "Skyward Student Access/Family Access" link on the left side of the page. Log in to Skyward.
   - Select the Student Information tab on the left side of the page.
   - Click on "Request Changes for (Student Name)" on the top right side of the page.
   - Make your changes to the Directory Information Withhold options at the bottom of the page:
     - You can select "Yes" or "No" to any of the following options:
       - **Military:** If you select "No," LWSD will not release student information to military recruiters (grades 9-12).
       - **Higher Ed:** If you select "No," LWSD will not release student information to institutions of higher education (grades 9-12).
       - **Public:** If you select "No," student information will not be shared with any person, entity or organization outside of the school district and its partner organizations such as the PTSA, Lake Washington Schools Foundation (LWSF), and school recognized booster clubs. Your child's information will NOT: appear in news releases, be announced at graduation, or posted on school or district websites.
       - **District:** If you select "No," student information will not be used in any communication within the school district and its partner organizations such as the PTSA, Lake Washington Schools Foundation (LWSF), and recognized school booster clubs. Your child's information will NOT: be published in student/PTSA directories, yearbooks, or posted on internal school websites open only to classmates.

3. **Write a letter to student's school principal explaining your request to withhold directory information.**