



OAK HARBOR SCHOOL DISTRICT #201

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
Use of student photos and directory information opt out form

You have the right to choose whether your student's information is released or not. Please check a box in the appropriate column below and return this form to your student's school. **Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs (grades K-12), and consent to release directory information to the military (grades 9-12 only).** Please return this form directly to the student's school either in person or by U.S. mail. If you have more than one student, you must complete a separate form for each student.

**INFORMATION ABOUT THE MILITARY**

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian or eligible student checks either Box C in the high school portion of this form. The military typically requests this information in October of each academic year. **If you do not want information to be released to the military, you must return this form by October 1st in order to ensure that your preferences are entered in time.** Parents, guardians and eligible students are encouraged to remember that checking Box C means that OHSD will not release student information to the military, but it does not mean that the military might not gather student information from other, non-school district sources.

ALL STUDENTS GRADES KINDERGARTEN – 12	ALL STUDENTS IN GRADES 9 – 12
<p>PLEASE MARK EACH APPLICABLE BOX:</p> <p>A. <input type="checkbox"/> I do NOT consent to the release of directory information about the student named below outside the district such as newspapers and other media, except as authorized by law.</p> <p>B. <input type="checkbox"/> I do NOT consent to the release of photographs or directory information within the district such as yearbooks, rosters for sports information, programs or articles.</p>	<p>RELEASE TO MILITARY:</p> <p>C. <input type="checkbox"/> I do not consent to the release of the above directory information to the military about the student named below.</p>

PRINT Student's Full Legal Name \_\_\_\_\_

Student's Date of Birth (month, day, year) \_\_\_\_\_

PRINT Parent/Guardian/ Full Legal Name \_\_\_\_\_

Parent/Guardian/ Signature \_\_\_\_\_

Date \_\_\_\_\_

THERE IS MORE INFORMATION ON THE BACK OF THIS FORM 

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), parents and students over 18 years of age (“eligible students”) have certain rights with respect to the student’s education records. If the student is 18 years old, even if in high school or living with the parent/guardian, the student has all the rights under this Act. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day Oak Harbor School District (OHSD) receives a written request.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. If OHSD decides not to amend the record as requested by the parent or eligible student, OHSD 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by OHSD as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the School Board; a person or company with whom OHSD 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, OHSD discloses education records without consent to officials of another school in which a student seeks to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by OHSD to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

**Under FERPA, the following is considered public or “directory” information: Name, address, telephone number, e-mail address, photograph, date of birth, dates of enrollment, grade level, enrollment status, degree or award received, major field of study, participation in officially recognized activities and sports teams, height and weight of athletes, most recent school or program attended, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.**