



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Directory Information Form

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For questions and more information about this document, please contact the following:

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This form is used to grant consent or deny consent for release of student information to the directory per the Family Educational Rights and Privacy Act (FERPA).

SEATTLE PUBLIC SCHOOLS (SPS) – NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) and OPT-OUT FORM

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

- (1) The right to inspect and review their education records within 45 days of the day SPS receives a written request.
- (2) The right to request the amendment of an education record for a student that the parent or eligible student believes is inaccurate or misleading. If SPS decides not to amend the record, SPS will notify the parent/guardian 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/guardian 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 education records of a student, 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 SPS 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; contractors (a person or company with whom SPS has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist); consultants; volunteers; or a parent or student serving on an official committee or assisting another school official in performing his or her duties. 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, SPS discloses education records without consent to officials of another school where a student seeks to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by SPS 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, DC 20202.

Directory Information: Under FERPA, SPS may release “directory” information to anyone, including but not limited to parent-teacher organizations, the media, colleges and universities, the military, youth groups, and scholarship grantors, unless you tell SPS that you do not want the information released. The following information is considered directory information: parent and student name, home address, home telephone number, home email address, student photograph or video, student 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.

Release of Directory Information for Students in Grades Nine to Twelve (9-12)

As a parent/guardian of a high school student or an eligible student (reached 18 years of age), you have the right to choose between three (3) options on whether directory information concerning your student is released or not.

The United States military requests and is entitled to the names, telephone numbers, and addresses of “secondary school students,” unless the parent/guardian or eligible student checks either box B or C. 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** check box B or C and return this form by **October 1** in order to ensure that your selection is recorded in time. If you do not want information to go to colleges, employers, parent groups, or the military you must check box B.

Parents/guardians of high school students and eligible high school students are encouraged to remember that checking Box B or C means that SPS will not release directory information to the military. However, it does not mean that the military might not gather student information from other, non-school district sources. Additionally, checking Box B or C does not prevent military recruiters from speaking with your student when the recruiter is on campus.

Please check one box below and return this form to the school your student attends no later than **October 1**. If the **parent/guardian or eligible student does not check one of the boxes or does not return the form, or checks box A as well as other boxes, SPS considers this response as consent for box A.**

Turn Over for Signature and Selection

For students in grades **Nine to Twelve (9-12)**:

Please mark **only one** box:

- ☐ **A.** I consent to the release of the above directory information about the student named below.
Option A supersedes any other selections below.
- ☐ **B.** I consent to the release of the above directory information about the student named below, **except information about this student may NOT be released to the military.**
- ☐ **C.** I do **NOT consent to the release of the above directory information** about the student named below, except as authorized by law. No information to colleges, parent groups, the military, or employers.

The following selections only need to be made if you selected Option C – No Release of Information. Your child's information will not be included in any of the following **unless you complete the section below.** If you would like your child's information shared in any of the below places, please indicate your consent below by selecting the appropriate option.

☐ **School Directory and Classroom Roster** Is made available to our families, staff and PTSA. YES, Include our information (phone, address, email)

☐ **Photo/Video** Student photographs and video may be posted on the school and district external website, social media and district printed publications. No names will be posted. YES, my student's photograph and video can be posted on the district channels.

☐ **Yearbook/Class Photo Release** YES, I give my consent for my student's photograph and name to be included in the yearbook and class photo

Print student's full name	Date of Birth	Student's School ID number

Print signer's name	Signature	Date

Notice of Right to File a Public Records Request: Pursuant to RCW 28A.320.160, school districts are required to notify parents/guardians that they have the right, under the Washington Public Records Act (RCW 42.56), to request the public records regarding school employee discipline. To file a public records request with SPS, send a written request, in writing, to: Office of the General Counsel: Attn: Public Records Request; SPS: MS 32-151; PO Box 34165: Seattle, WA 98124

**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 return a separate form for each student to each student's school.
 This form will be retained in your student's folder at his or her school.