Example of Student Directory Opt-out Form

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student’s education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student’s prior written consent. The law, however, does allow schools to release student “directory information” without obtaining the prior consent of the parent/student. If you do not want the release of directory information without your prior consent, you may choose to “opt-out” of this FERPA exception by signing the Form below. Directory information of a student who has opted-out from the release of directory information, in accordance with this policy/procedure for opting out, will remain flagged for the school year.

The [insert Local Education Agency Name] defines Directory Information as the following data elements:

* Data element
* Data element
* ...

The district will disclose such information only if the request in the following situations:

* Situation 1
* Situation 2
* Situation 3

To: [district and school name]

By submitting this form, I request that my child’s Directory Information not be released to third parties without parent / guardian written consent or unless the School or District is required by law or permitted under FERPA to release such information without prior written consent. I understand that I may not opt out of use of student ID number because it is necessary identifying information for the School or District. I further understand that if Directory Information is released prior to the School or District receiving this opt-out request, the School or District may not be able to stop the disclosure of my child’s Directory Information. I understand that I may request how my child’s Directory Information is used by contacting the School or District. I understand that I am required to complete the opt-out form each school year.

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Parent / Guardian name (Print) Parent / Guardian Signature Date