



IMPORTANT -- PLEASE READ

Notice Concerning Release of Student Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, is a Federal law that protects the privacy of student education records. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This law requires that Centralia School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Centralia School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of "directory information" is to allow the Centralia School District to include this type of information from your child's education records in certain school publications or public records requests.

FERPA authorizes Centralia School District to release student "directory information" for school-related purposes and/or public records requests without parental permission **unless you notify your child's principal, in writing, by October 1 or within 10 days of enrollment**, that you do **not** want such information disclosed to those who request it. The district has defined directory information as:

STUDENT DIRECTORY INFORMATION

- Student /Parent/Guardian name, grade, date of birth, email and/or physical address, telephone number(s)
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors and awards received;
- Dates of attendance: current, historical
- Schools previously attended and/or post high school career plans



Centralia School District

Request to Prevent Disclosure of 2015-16 Student Directory Information

If you do **NOT** want Centralia School District to release Directory Information about your child, please sign and return this form to your child's school by **October 1 or within 10 days of enrollment after October 1**. Please return one form for each child.

Note: If releasing this information is acceptable to you, no action is required.

Directory Information Opt-Out

SCHOOL/DISTRICT USE: Please do **NOT** release my child's directory information for Centralia School District.

Student's Name: _____

School: _____ Grade: _____

Signature of parent/legal guardian: _____ Date: _____

(Student may sign form if he/she is 18 or older)

PLEASE SIGN AND RETURN THIS FORM TO YOUR SCHOOL PRINCIPAL NO LATER THAN OCTOBER 1 OR AS SOON AS POSSIBLE AFTER ENROLLING