



## DIRECTORY AND MILITARY INFORMATION OPT OUT

### DIRECTORY INFORMATION

Under FERPA, a student's "directory information" is:

the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

20 U.S.C. § 1232g(a)(5)(A). It is information contained in the [education records](#) of a [student](#) that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, this also includes email addresses, telephone listings, photograph; grade level; and awards received. 34 C.F.R. § 99.3.

According to the U.S. Department of Education's Privacy Technical Assistance Center (PTAC):

A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or [eligible student's](#) right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." [34 CFR § 99.3 and 34 CFR § 99.37](#).

For more information, reference the PTAC publication [Protecting Student Privacy While Using Online Educational Services](#).

### MILITARY AND HIGHER EDUCATION INSTITUTIONS

Under the Every Student Succeeds Act (ESSA), upon request of a military recruiter or institution of higher education, each local educational agency (LEA) receiving assistance shall provide access to the name, address, and telephone listing of each secondary student served by the LEA, unless the parent has submitted a prior written request that the listing not be released. LEAs must notify parents of this option. 20 U.S.C. § 7908.

For more information, reference the [ESSA Student Recruiting Information](#) webpage. ESSA § 8025 (a)(1) and SEC. 8025 (a)(2)(A).

### SAMPLE OPT-OUT LANGUAGE

Sample opt-out language for Directory Information and Military or Higher Education Recruitment is below. Districts should consider including this content in registration platforms. Alternatively, an eCollect template with this language will be available for districts within PowerSchool.



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Please complete and sign below only if you, or your student if they are 18 years of age or older, would like the student's name, address, telephone listing and/or other directory information held from release as directory information and recruitment purposes.

Student Name:	
School Name:	

**If student is younger than 18:**

☐ I am the parent or legal guardian of the student listed above who is under age 18.

**If student is 18 or older:**

☐ I am the student listed above and I am age 18 or over.

*Please check appropriate box(es):*

- ☐ Military Recruiters: I would like my student's name, address, and telephone information withheld from release to military recruiters without my prior written consent.
- ☐ Institutions of Higher Education: I would like my student's name, address, and telephone information withheld from release to institutions of higher education without my prior written consent.
- ☐ Directory Information: I would like my student's directory information withheld from release without my prior written consent.

Name of Legal Guardian or Student aged 18 or over: \_\_\_\_\_

Signature: (electronically typed or signed) \_\_\_\_\_

Date: \_\_\_\_\_