

# ANNUAL FERPA NOTIFICATION AND OPT OUT FORM

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Federal law requires that we obtain your written consent prior to the release of personally identifiable information from your child's education records. However, Onslow County Schools (OCS) may disclose appropriately designated "directory information" without written consent, unless you have advised your child's school to the contrary in accordance with district policy. The primary purpose of directory information is to allow OCS to include this type of information from your child's education records in certain school and district publications. Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Photo and caption on the school's or district's webpage or social media pages;
- Graduation, choir, band, programs; and
- Sports activity sheets/programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, local community agencies, and more.

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Complete the bottom of this form and return it to your child's school if you do not want your child's directory information released and/or name and photograph used in district multimedia. If you do not return this form, your child's directory information (including name, photograph, and grade) can be used in school-related materials, including playbills, programs, newsletters, awards ceremonies, etc.

Student's Name: \_\_\_\_\_

Student's Current Grade Level & Teacher (Homeroom): \_\_\_\_\_

School: \_\_\_\_\_

Please check **only one** of the following boxes.

- Do not release my child's directory information. I understand that, by checking this box, my child's information will not be released or used in any school programs, awards or recognitions activities, honor roll lists, athletic program, or other special publications or activities. My child's photo and name may be used in the school yearbook.
- Do not include my child's name or photograph in the school yearbook and do not release my child's directory information. I understand that, by checking this box, my child's information will not be released or used in any school programs, awards or recognitions activities, honor roll lists, athletic program, or other special publications or activities.

Parent's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_