

Request to Withhold Directory Information: "Opt Out" Request Form

(This request must be made annually)

Student Last Name: _____

Student First Name and Middle Initial: _____

School(s): _____ Grade: _____

Under FERPA, an Eligible Person may request that Directory Information not be released without written consent. If such a request is received by the District, that student will be omitted and **no attempt will be made to get prior written consent** in order to include that student in response to a Directory Information request.

If you do not want the above named student's Directory Information released, please complete and submit this Directory Information "Opt-Out" Request Form within five (5) school days of the start of the academic year or within five (5) days of enrollment if enrolled mid-year. Return this form to:

Learning and Technology Services Department,
Mercer Island School District
4160 86th Avenue SE
Mercer Island, WA 98040

If an "Opt-Out" Request is not received by the District on or before that date, consent to release of such information will be assumed.

Note: The District cannot control the release of certain Directory Information, such as digital images or names, when students participate in school events open to the general public, including but not limited to, athletic competitions, concerts and plays.

Please select how you would like to limit the release of the above named student's directory information. This request must be made annually.

_____ Directory Information regarding the above named student may not be released, except as authorized by law.

_____ Directory Information may be released regarding the above named student, excluding that student's digital image (e.g. the PTA may not use the above named student's image in the year book, nor can that image appear on the District's website, etc.).

_____ Directory information may be released except to military recruiting agencies (applies to 9-12 graders only).

Eligible Person* Signature: _____

Date: _____

Address: _____ Telephone _____

* Parent/Guardian/student 18 years of age or older