



Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ School/Building: \_\_\_\_\_

## Federal Education Rights & Privacy Act (FERPA) - Written Request for Directory Information to Not Be Disclosed

Our Student Handbook states, "Parents/guardians have the right to review student records and any information the district considers directory information such as student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and honors received, the most recent previous educational agency or institution attended by the student. Parents/guardians may file a written request to the Principal by September 30 of each school year to request that information not be published about their student."

**Please note my preferences about the publication of directory information for the above student.**

- ☐ Do not release directory information for the above student to **military recruiters** unless specific permission is granted by parent / legal guardian.
- ☐ Do not release directory information for the above student to **marketers** unless specific permission is granted by parent / legal guardian.
- ☐ **Read closely before checking box.** Do not use directory information for the above student in **school publications** unless specific permission is granted by parent / legal guardian. This likely means your **student's name would not appear** in school publications such as – but not limited to – yearbooks, honor roll lists, programs for events (concerts, plays, etc.), and athletic rosters.

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*Printed Name of Parent / Legal Guardian*

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*Signature of Parent / Legal Guardian*

*Date*

***Please return to your school's main office or return to:***

Grand Ledge Public Schools, ATTN: FERPA, 220 Lamson Street, Grand Ledge, MI 48837

***This "Written Request for Directory Information to Not Be Published" must be filed each school year by September 30.***

## Written Request to Exempt from Photo & Video Publication

Our Student Handbook states, "Your student may be photographed or videotaped while participating in school programs and activities. These photographs and videos may be used for school district publications such as, but not limited to, school newsletters, the INSIDER, district websites, and district social media. These photographs or videos may also be used by the news media for their publications such as, but not limited to, television news broadcasts, print stories in newspapers or magazines, or online news coverage. If you do not wish to have your student's photograph or video used for these purposes, please write a letter to your school principal requesting exemption from publication."

- ☐ Do not photograph or videotape the above student to be used for school district publications and the media.

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*Printed Name of Parent / Legal Guardian*

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*Signature of Parent / Legal Guardian*

*Date*

***Please return to your school's main office or return to:***

Grand Ledge Public Schools, ATTN: FERPA, 220 Lamson Street, Grand Ledge, MI 48837

***This "Written Request to Exempt from Photo & Video Publication" must be filed each school year by September 30.***