



# Olympia School District

## RELEASE OF DIRECTORY INFORMATION

Under the federal Family Educational Rights and Privacy Act (FERPA), individuals and organizations may request directory information about students. Directory information includes a student's name, photograph, address, telephone number (unless unlisted), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Families have the right to restrict the release of this directory information. ***If you DO NOT want directory information regarding your student released, please check the appropriate box(es) below and return the form to your student's school by October 4 of the current school year. Check and return this form only if you DO NOT want directory information released.*** If no documentation is on file, it will be assumed that the parent/legal guardian has granted permission for release of directory information.

### HIGH SCHOOL STUDENTS ONLY:

Under federal law, the military may request contact information for high school juniors and seniors. If you **DO NOT** want your student's information released to the military, check the box below and return the form by October 5 of the current school year to ensure your preferences are registered before the military files its request for information, typically in October.

**Note:** *Checking the box below does not prohibit the military from gathering student information from other non-school district sources or from having military recruiters speak with your student while on campus.*

**MILITARY USE:** Please **DO NOT** release my student's directory information to the U.S. Military.

### FOR ALL FAMILIES:

If you **DO NOT** want directory information regarding your child released, please check the appropriate box(es) below and return it to your school office by **October 4 of the current school year.**

- **HIGHER EDUCATION:** Please **DO NOT** release my student's directory information to institutions of higher learning.
- **DISTRICT/SCHOOL USE:** Please **DO NOT** release my child's visual image or other directory information for Olympia School District use (i.e. publications, websites, school- or district-related social media).
- **OUTSIDE MEDIA USE:** Please **DO NOT** release my child's visual image or other directory information to outside print, broadcast or online news media (i.e. newspapers, radio, television, etc.).
- **OUTSIDE GROUP/INDIVIDUAL USE:** Please **DO NOT** release my child's visual image or other directory information to outside groups/individuals (i.e. parent groups, individuals or vendors). This does NOT include yearbook or activity rosters. See below.
- **YEARBOOK/ACTIVITY ROSTER USE:** Please **DO NOT** publish my child's visual image or other directory information in the school yearbook or activity roster(s). **Note:** *These documents are often prepared by outside vendors/parent groups.*

Student's Legal Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Signature of Parent/Legal Guardian or Student (if 18 years of age or older) Date: \_\_\_\_\_

### ***Please use one form per student***

If you require additional forms, please make copies, contact your school or download on the district website.  
Return to your child's school by October 4 of the current school year-  
***if you DO NOT want your child's directory information released.***