



## Student Directory Opt Out Form

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Lakeview Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lakeview Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Lakeview Academy to the contrary in accordance Lakeview Academy procedures. The primary purpose of directory information is to allow Lakeview Academy to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets
- Photograph for website and social media posts
- Telephone listings by grade level
- Electronic mail addresses
- Birthday recognition by the school or school activities
- A student ID number or other unique personal identifier that is displayed on a student ID badge

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. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want any of your child's information to be included in what Lakeview Academy considers to be student directory information, please fill out the following information, and return to the main office of Lakeview Academy no later than the first day of student enrollment.

**I do NOT want my child, \_\_\_\_\_, to be included in any student directory information.**

**(Child's Name)**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Printed Name of Parent/Guardian**

\_\_\_\_\_  
**Date**

CAPABLE. CONFIDENT. CONTRIBUTING.