



# Vashon Island School District

## Non-Release of Student Directory Information (Annual Opt-Out Options Form)

Dear Parent or Guardian:

Requests for student directory information come from PTSA, yearbook photographers, booster clubs, higher education institutions, and the military. Directory information is defined as the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, photographs, most recent educational agency or institution attended, degrees and awards, recognized activities and sports, and weight and height of athletes. Email addresses and designated "unlisted" telephone numbers will not be provided as Student Directory information.

Federal law allows, and, in the case of requests from military recruiters and higher education institutions, requires the Vashon School District to release this information unless directed otherwise by the parent/guardian (or student if over the age of 18). **If VISD MAY RELEASE any or all of your student's information, please disregard this form. IF YOU DO NOT want your student's information released, please indicate the restrictions below.**

**Please use one form for each student attending a Vashon Island School District program.** Additional forms are available at your school or can be downloaded from [www.vashonsd.org](http://www.vashonsd.org).

**Signed forms must be returned to your student's school office. Forms are kept on file and are valid for the current school year.**

Students 18 and older may submit this notification themselves.

*References: School Board Policy 3250, Release of Student Directory Information; No Child Left Behind Act of 2001/Section 9528 (NCLB); Family Educational Rights & Privacy Act of 1974 (FERPA, CFR, Part 99)*

Please **DO NOT** Release Directory Information To:

- MILITARY
- HIGHER EDUCATION: [Post graduate two and four-year educational institutions and vocational programs](#)
- PUBLIC: Outside the district such as newspapers and other media
- LOCAL: District sponsored organizations and groups including PTSA, Partners in Education, sports rosters and programs or articles where students' directory information is identified
- Do not release or distribute student photographs without parental consent. (example: school websites, local newspapers)

***Please Print***

Student name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Grade \_\_\_\_\_

Name of parent/guardian \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Annual Notifications

The Vashon Island School District annually provides notifications to families related to specific topics as required by law. This information is provided in some detail in the District's community newsletter at the first of each school year, as well as in this format. Such notifications include, but are not limited to, the notice below on "Release of Student Directory Information", as well as the following:

- Responsibilities, Rights and Due Process (nondiscrimination, student conduct, child abuse and neglect, sexual harassment, disciplinary action and discharge (RCW 28A.640.020/WAC 392-190-056:058)
- Title IX/RCW Section 504, - Nondiscrimination (RCW 28A.640)
- Rights Under Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions and Health Insurance Portability and Accountability Act (HIPAA) Privacy Regulations (34 CFR, Part 99) and Confidentiality of Student Records (FAPE/CFR 45, Part 99 FERPA)
- No Child Left Behind Act (NCLB Section III(h)(6)(A)(B), Title I Requirements - Parent Notification of Right to Information About Their Child's Teacher or Paraprofessionals
- Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR, Part 98)
- Compulsory Attendance Law (RCW 28A.225.010)
- Prohibition on Use of Tobacco Products on Public School Property (RCW 28A.210.310)
- Drug-Free Zones (RCW 69.50.435 and KCC 12.82.030)
- Asbestos Hazard Emergency Response Act (AHERA) Management Plan
- Pesticide Use Regulations (RCW 17.21.415)
- Highly Capable Program Access (WAC 392-170-042)

### Release of Student Directory Information, School Board Policy 3250

The Vashon schools are authorized by Board policy to provide student directory information and student photographs for public information purposes and/or public relations. Class or group photos taken in a public setting may be used without parental release. The Board's policy limits release of information to those individuals and/or organizations whose requests directly correlate with school-related activities and projects. Examples: photography studios (ASB cards/yearly graduation/class photos); non-profit support groups (PTSA, Partners in Education, booster clubs); state or governmental agencies, some of which are required by law (WA State Supt. of Public Instruction, military, WA Interscholastic Activities). A full copy of the Board policy is available upon request.

**On the back of this notification is the "Non-Release of Student Directory Information" (Annual Opt-Out Options Form). If you do not want your student's directory information to be released, it is important for you to complete and return this form at your earliest convenience. If no form is returned and/or no specific restrictions are provided, Student Directory Information will be released without your consent.**