



## Orange Unified School District Opt-Out Form Release of Student Directory Information

TO: All Parents/Guardians and Adult Students (18 years or older)

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

- A playbill, showing your child's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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/guardians or adult students prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, provide caps and gown, class photography, and student ID cards.

If you do not want the district to disclose directory information from your/your child's education records without your prior written consent, you must notify your child's school in writing. Your election to opt-out of Release of Student Directory Information must be renewed annually.

The district has designated the following information as directory information:

- Name
- Address
- Phone number
- Student ID number
- Participation in officially recognized activities and sports.

As a parent/guardian or adult student, I am exercising the right to request that you do not release directory information. ***Please return this form to your/your child's school.***

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Birthdate

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Signature of Parent/Guardian or Adult Student

\_\_\_\_\_  
Date