



Forward Thinking, High Achieving.

## HIGH SCHOOL STUDENT INFORMATION OPT OUT FORM School Year 2022-2023

*This request must be signed every school year*

Not all student information is confidential. In accordance with federal law and district policies, the District may make available, upon request only, to various persons, agencies, and institutions the following categories of information regarding students:

- *student name and address*
- *telephone listing*
- *date of birth*
- *grade level*
- *electronic mail address*
- *photograph*
- *dates of attendance*
- *participation in officially-recognized activities and sports*
- *weight and height of members of athletic teams*
- *honors and awards received*

Examples of circumstances in which directory information is disclosed to the public include:

- *school yearbooks*
- *team rosters and class lists*
- *graduation, theater, athletic, and music programs*
- *videos of performances, school activities, and athletic events*
- *articles about school activities and athletic events*
- *lists of those receiving honors, awards, and scholarships*
- *requests from post-secondary schools and prospective employers*

The types of publications listed above will be available to anyone within the school community and to the general public (*including the media*) unless you complete one or more of the opt out sections. **If the School does not receive this form by October 12, 2022, we may release your child's Directory Information.**

**Section A: Comprehensive Opt Out:** You may prohibit the District from publicly disclosing any "directory information" about your student by checking the opt-out box, signing, and returning it to the school office no later than October 12th. By completing this section, your student's name and photograph will not appear in the school yearbook or in other school-produced publications available to the public.

**IMPORTANT:** *If you want your student to be included in school publications, but excluded from school directories and/or District photographic productions/media interaction, you should sign one or both "Limited Directory Information Opt-Out" forms, which are described below. You may also wish to exclude your student from information provided to military recruiters.*

**Section B: Limited Opt Out : Exclude student from photographic productions and other publicity, and interactions with local news media.** The District may produce and/or participate in television, videotape, audio recordings, and still photograph productions (either print, video or web-based) that may use your student's name, likeness, or voice. Such productions may be sold or used for educational purposes, and may be copyrighted, edited, and distributed by the District. You may prevent your student from participating in such productions, or interacting with news media by selecting this limited opt-out option.

**Section C: Limited Opt Out: Exclude student from School Directories and School-Related Organizations.** Student addresses and phone numbers also are directory information, but the District will not release them to the media or general public. The District will disclose addresses and phone numbers for school-related activities only (*such as school directories, TAs, booster clubs, volunteer activities, and to county agencies*). Student addresses and phone numbers are most frequently used in student directories. You may exclude your student's name, address, and phone number from your school's student directory by completing the opt-out form.

**Section D: Denial of Access to Military Recruiters Opt Out.** Federal Law requires that high schools provide military recruiters access to

Directory Information, unless the parent or eligible high school student specifically denies the access. You may deny this access by completing Section D.

**IMPORTANT:** *Opting out refers to the District's disclosure of your student's personal information to various persons, agencies, and institutions and does not prevent students from providing their personal information to various persons, agencies, or institutions on their own behalf.*

**MCPS HIGH SCHOOL STUDENT INFORMATION OPT OUT FORM**  
**School Year 2022 - 2023**

Parents: If you wish to complete and return this opt out form to your child's school, please do so before October 12, 2022.

**A. OBJECTION TO RELEASE OF ANY DIRECTORY INFORMATION (COMPREHENSIVE OPT-OUT)**

TO: (*principal's name*) \_\_\_\_\_ (*school name*) \_\_\_\_\_

Regarding: (*student's name-please print*) \_\_\_\_\_

I object to the District releasing directory information (*student's name, address, phone number, electronic mail address, photograph, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports, honors and awards, height and weight of athletic team members*) about my student. I understand this means exclusion from school documents that typically are made public, such as yearbooks, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs. I also understand that this means exclusion of my student's name, address and phone number from the school directory, from other documents relating to school-related organizations and activities, and from county agencies. Finally, I understand this means that my student will not be included in District videotape, motion picture, audio recording, television and still photograph productions, and news media interactions.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**B. OBJECTION TO USE OF PHOTOS AND OTHER IMAGES IN DISTRICT PRODUCTIONS (LIMITED OPT-OUT)**

TO: (*principal's name*) \_\_\_\_\_ (*school name*) \_\_\_\_\_

Regarding: (*student's name-please print*) \_\_\_\_\_

I object to the District releasing or using of my student's name, likeness, or voice in any videotape, television, motion picture, audio recording, or still photograph production (either print, video or web-based) that will be produced, used, or distributed by the District for educational or informational purposes.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**C. OBJECTION TO INCLUSION OF STUDENT IN SCHOOL ADDRESS AND TELEPHONE DIRECTORY (LIMITED OPT-OUT)**

TO: (*principal's name*) \_\_\_\_\_ (*school name*) \_\_\_\_\_

Regarding: (*student's name-please print*) \_\_\_\_\_

I object to the District releasing of directory information (*name, address, and telephone number*) to school-related organizations such as the PTA and booster clubs for school-related activities. I understand this means my student will not be included in the school directory of student names, addresses, and phone numbers.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**D. DENIAL OF ACCESS TO MILITARY RECRUITERS OPT-OUT FORM**

TO: (*principal's name*) \_\_\_\_\_ (*school name*) \_\_\_\_\_

I object to the District releasing of the name, address, and telephone number of \_\_\_\_\_ [*print name of student*] to military recruiters during this school year. I understand that once this form has been signed by either the student or a parent, only a parent may change it. I also understand that if I want to change it, the parent must notify the principal in writing that the form is no longer in effect and that student information may be released.

Signature of student or parent: \_\_\_\_\_ Date: \_\_\_\_\_

Name of signing student or parent—*please print*: \_\_\_\_\_