

STUDENT DIRECTORY INFORMATION FERPA OPT-OUT FORM

Sign and return ONLY if opting out

DATE: _____

STUDENT LAST NAME

STUDENT FIRST NAME

GRADE

SCHOOL

The Wentzville R-IV School District (the “District”) complies with the federal Family Educational Rights and Privacy Act (“FERPA”). In accordance with FERPA, the District may disclose student “directory information” without written consent, unless parents or eligible students have advised the District to the contrary in accordance with District policies and procedures. See Board Policy and Regulation 2400. If you do not want your student’s directory information, you **MUST** return this completed form to your child’s school by September 1 each year or within 10 days of new student enrollment.

DIRECTORY INFORMATION

The District designates the following student information as Directory Information: (1) the student's name, (2) grade level, (3) address, (4) telephone listing, (5) District-issued email address, date and place of birth, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous school attended, and (11) photographs.

Please select one or more of the following opt-out options:

☐ **LIMITED OPT-OUT:** Do not share my child’s directory information with non-school affiliated third parties, except as required or permitted by law, without my written consent. This option allows students to be recognized in school publications such as the yearbook and graduation programs while restricting information from non-affiliated third parties.

☐ **FULL OPT-OUT:** Do not share my child’s directory information with anyone, other than as required or permitted by law, without my written consent. This

includes not posting pictures or videos of my child on District or school websites, social media channels, or in print or digital publications, including the school yearbook. This also means exclusion from the school directory, buzz book, and other documents related to school-affiliated organizations and activities.

☐ **MILITARY OPT-OUT:** (High school students only) Do not share my child's directory information with military recruiters. This specifically restricts the release of names, addresses, and phone numbers to military recruiters.

Signature of Parent, Guardian, or Eligible
Student

Date

Printed Name

PLEASE NOTE: Opt-out selections will remain in place each school year. You must notify the District in writing if you wish to revoke or change the opt-out(s) selected on this form.

OFFICE USE ONLY

Individual Receiving Signed Form

Date Received