

**CITY OF ST. CHARLES SCHOOL DISTRICT  
FORM 1 – FERPA Directory Information – Opt-Out Notice  
(Parents / Students 18 Years of Age or Older)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the St. Charles R-VI School District, with certain exceptions, to 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 publications. Examples of such publications include:

- District publications, websites, mobile apps, or social media platforms
- Student work, including art, research projects, student writing, and other assignments
- 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, 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's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The St. Charles R-VI School District has designated the following information as directory information:

*Student's name; parents' names; grade level; enrollment status (e.g., full-time or part-time); user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.*

The District has designated the following information as limited directory information:

*The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.*

"Limited directory information," along with a student's name and parents' names, may be disclosed to the following individuals or groups without a parent's prior written consent: parent groups or booster clubs that are recognized by the Board of Education and are created solely to work with the district, its staff, students, and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities including, but not limited to, law enforcement, the juvenile office, and the Children's Division (CD) of the Department of Social Services.

**Please review and complete the reverse side of this form.**

**Directory Information**

I am **opting out of the disclosure** of specific categories of directory information for my child, and the District MAY NOT disclose such information without my written consent: (List each category of information from the italicized list for "Directory Information" on the preceding page that you DO NOT want to be disclosed.)

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I understand that in addition to not being disclosed to outside parties, except as allowed by law, the information I have listed immediately above **will not appear in any yearbooks, District publications, websites, social media or awards listings. This denial does not apply to images/video of unidentified students in public areas of the school property or at school sponsored events; or a student's work or performance incorporated into a greater body of work (such as a collage of student artwork or a choir performance).**

**Limited Directory Information/Buzz Book**

I am **opting out of the disclosure** of limited directory information for my child, as described in the italicized list for "Limited Directory Information on the preceding page, and the District MAY NOT disclose such information without my written consent. This means that in addition to not being disclosed to outside parties, except as allowed by law, my child's information will not be provided to the school PTO and **will not appear in the school buzz book.**

**Media Permission**

Occasionally, the District will receive requests from outside media organizations to interview District students regarding District programs, events, or activities. A District representative will be present any time an outside media organization is on campus.

I consent to my child being interviewed by outside media organizations for District-related programs, events, or activities.

My child **MAY NOT BE INTERVIEWED** by outside media organizations for District-related programs, events, or activities.

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**Name of Student (printed -- REQUIRED)**

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**Signature of Student (if 18 years of age or older)**

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**Name of Parent (printed)**

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**Signature of Parent**

**CITY OF ST. CHARLES SCHOOL DISTRICT  
Military Recruiters / Institutions of Higher Education  
Opt-Out Notice (Parents / Students 18 Years of Age or Older)**

In addition to and separate from the Federal Educational Rights and Privacy Act ("FERPA"), two federal laws require the District to provide military recruiters, upon request, with three "Directory Information" categories for students – names, address(es) and telephone listings -- unless parents or students 18 years of age or older have advised the District that they do not want the student's information disclosed without their prior written consent.

These two laws are intertwined with laws that permit access to student information by institutions of higher education. Therefore, parents and students who are 18 years of age or older have the ability to opt out of disclosure of such information to military recruiters and / or to institutions of higher education. Therefore, it is important for you to review and make your choices for each category below.

**CHECK ONE:**

- I consent to the disclosure of the student's name, address(es), and telephone listing(s) to **military recruiters**.
- The District **MAY NOT DISCLOSE** the student's name, address(es), or telephone listing(s) to **military recruiters**.

**CHECK ONE:**

- I consent to the disclosure of the student's name, address(es), and telephone listing(s) to **institutions of higher education**.
- The District **MAY NOT DISCLOSE** the student's name, address(es), or telephone listing(s) to **institutions of higher education**.

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**Name of Student (printed – REQUIRED)**

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**Signature of Student (if 18 years of age or older)**

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**Name of Parent (printed – REQUIRED)**

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**Signature of Parent (REQUIRED)**

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: 5/11/2021

St. Charles R-VI School District, St. Charles, Missouri