

South Lyon Community Schools

LIST OF POTENTIAL DISCLOSURES OF DIRECTORY INFORMATION AND OPT-OUT FORM

The Board may disclose appropriately designated “directory information” without written consent, unless the parent or adult advises the Board to the contrary by filling out, signing and returning this form to the District.

The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. The following is a list of uses for which the District commonly would disclose a student’s directory information:

Description of the Common Use for directory information	Opt-Out (MARK WITH AN ‘X’ IF OPTING OUT)
The student’s name – Communicate school or education material	
The names of the student’s parents – Communicate school or educational material	
The student’s address – Communicate school or educational material	
The student’s date of birth – Age specific material	
The student’s class designation – Grade specific material	
The student’s achievement awards or honors (not scholastic grades) – Recognition for student	
The student’s extracurricular participation – Recognition for student	
The student’s weight and height, if a member of an athletic team – Athletic programs for contest or recruiters	
The student’s photograph and/or videotape – Recognition for student	
The name of the school district the student attended before enrolling in South Lyon Community Schools – Statistics or data analysis	

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 or adult student’s prior written consent. In addition, two (2) Federal laws require the district to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student’s information disclosed without their prior written consent.

The District has designated the following information about each student as “directory information”:

While all other information concerning students of the District remains confidential and will be released only in accordance with the school District’s Student Record Policy, “directory information” will be released to a requesting party unless a parent or an eligible student advises the school district that such information should not be released regarding that particular student, by contacting the student’s building principal.

High school students and their parents/guardians may prevent disclosure of a student’s name, address and telephone number to military recruiting representatives (who can only use that data to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the school principal.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning this Opt-Out Form or notifies the school in writing within fourteen (14) days (refer to Policy 2416) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.

If you elect to opt-out of any of the above, please mark the appropriate box, sign below and return to the Building Principal. If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.

Print name of student

Print name of person signing and state relationship to student or state if student is an adult and signing on his/her own behalf

Signature of parent/guardian/adult student

Date