

FERPA OPT-OUT FORM

South Lyon Community Schools

2023-2024 School Year

Pursuant to the [Federal Educational Rights and Privacy Act of 1974](#) (FERPA) and [Section 1136 of the Revised School Code, MCL 380.1136](#), a student’s education records and the personally identifiable information contained therein are maintained as confidential. Except for a limited number of circumstances permitted by law, a student’s education records will not be released to a third party without the parent’s or student’s (if the student is over the age of 18) prior written consent.

One of these exceptions allows schools to release a student’s “directory information” without obtaining the prior consent of the parent or student. “Directory information” is defined as:

- Name, address, and telephone number;
- Photograph;
- Birth date and place of birth;
- Participation in School District related programs and extracurricular activities;
- Academic awards and honors;
- Height and weight, if a member of an athletic team;
- Honors and awards; and
- Dates of attendance and date of graduation.

The School District has compiled a list of typical instances under which a student’s directory information is likely to be used, including: listing names and/or photographs in a sports or fine arts event program, communicating school related honors received in a school/district newsletter, sharing information with the vendor from whom we use for graduation related items (i.e. caps/gowns, diplomas, announcements, etc.). If you do not want the School District to release your or your student’s directory information, you may choose to “opt-out” of this FERPA exception by filling out and submitting this form to the student’s building principal.

I request the School District withhold the above-referenced “directory information.” I understand that by submitting this form, this information cannot be released to third parties without my written consent or unless the School District is required by law or permitted under FERPA to release such information without my prior written consent. I further understand that if directory information is released prior to the School District receiving this opt-out request, the School District may not be able to stop the disclosure of my directory information.

Name of Student

Name of Parent/Student Signing Form

Date

Signature