

Collegiate Charter School of Lowell (CCSL) Release of Student Directory Information & Photo Release “Opt Out” Form 2022-2023

This form will be kept on file
ONLY IF PARENTS CHOOSE AN OPT-OUT OPTION.

Student’s Name: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to **opt-out** of the disclosure of directory information as well as from the release of student photos/images, and student work. If you wish to opt-out, you must check the box(es), below and return this form to the Director no later than **September 30** or ten days following the student’s enrollment in the District, whichever is later. This election is good for the remainder of the current school year.

If you are uncomfortable with your child’s Directory Information, image and/or school work and/or image being released/disclosed for any of the purposes identified below, you can choose to opt-out. To opt out, please complete and return this form.

Parent, please check all that apply:

- PLEASE DO NOT INCLUDE MY STUDENT’S DIRECTORY INFORMATION THAT MAY BE RELEASED WITHOUT MY CONSENT INCLUDING, BUT NOT LIMITED TO:
 - YEARBOOKS
 - NEWSLETTERS
 - BROCHURES
 - AWARDS
 - DISTRICT CALENDAR

- PLEASE DO NOT PUBLISH MY STUDENT’S PHOTO/IMAGE AND/OR STUDENT WORK*.

Parent/Guardian’s Name (Please Print)

Date

Parent/Guardian’s Signature

About FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required under FERPA to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose student Directory Information, without prior written consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student Directory Information

Public Disclosure of Student Directory Information – (For ALL Students Grades K-10)

In accordance with federal and state laws, Collegiate may release student directory information for various purposes. Student directory information is defined by the school's Board of Trustees, and may include:

- Student name, address, and telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors, awards & degrees received
- School & grade level
- Previous educational agencies or institutions attended by the student

Public disclosure of student directory information may occur in many ways, such as:

- School yearbooks (including photos).
- Team rosters and class lists.
- Graduation, theater, athletic, and music programs.
- Video performances, school activities, and athletic events.
- Articles about school activities and athletic events.
- School honor roll, scholarships and other awards.
- Releases to media and other third parties.

Publication of Pictures, Videos & Student Art/Work

Collegiate Charter School of Lowell celebrates the achievements of our students and staff. Throughout the year, Collegiate may take photographs of students and school activities. These photographs may appear in various school materials, including the school's website, school's social media (Facebook, Twitter, Instagram), yearbooks, brochures, district calendar, etc. We, at times, may also publicize student work.