

# Bay City Public Schools

## DIRECTORY INFORMATION

### OPT-OUT FORM

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, and the Michigan Revised School Code Section 380.1136, a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student's prior written consent. The law, however, does allow schools to release student "directory information" without obtaining the prior consent of the parent/student.

If you do not want the release of certain types of directory information without your prior consent, you may choose to "opt-out" of this FERPA exception by signing below. Directory information of a student who has opted-out from the release of directory information, in accordance with this policy/procedure for opting out, will remain flagged until the parent/legal guardian of a student (or a student at least 18 years of age) requests that the flag be removed by submitting written notice of revocation of the opt out to the school. Please consider very carefully the implications of any decision by you to withhold directory information.

Name, address (home and email), telephone listing, 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, degrees and awards received, photos of students and most recent educational institution attended by the student are currently identified by Bay City Public Schools as "Directory Information".

I request the withholding of the above information identified as "directory information" under FERPA. I understand that upon submission of this form, the information above cannot be released to third parties without my written consent or unless the School is required by law or permitted under FERPA to release such information without my prior written consent; and that the information will not otherwise be released from the time the school receives my form until my opt-out request is rescinded. I further understand that if directory information is released prior to the School receiving my opt-out request, the School may not be able to stop the disclosure of my directory information.

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_  
**(Or student if at least 18 years of age)**