Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5309-F-2 Directory Information and Opt-Out

Please submit this optional form to your building's main office by September 11, 2026. Otherwise, this form will be available at any time during the school year.

The Family Educational Rights and Privacy Act (FERPA) requires that Grand Haven Area Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes:

a. student names, addresses, and telephone numbers;

b. photographs and videos depicting a student's participation in school-related activities and classes;

c. date and place of birth;

d. major field of study;

e. grade level;

f. enrollment status (e.g., full-time or part-time);

g. dates of attendance (e.g., 2023-2027);

h. participation in officially recognized activities and sports;

i. weight and height of athletic team members;

j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended.

© 2024 THRUN LAW FIRM, P.C. POLICY SERVICE

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

Grand Haven Area Public Schools *may not* disclose my student's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For purchasing graduation caps/gowns, class rings or related items.
- ☐ For hearing/vision screenings by the local health department and notifying parent/guardian(s) if their student fails.
- ☐ To news media outside the School or District for recognizing special achievements, honors, or school-related activities and classes.
- ☐ To the School PTO or District Parent organization.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Student's Name: _____

School: _____ Grade: _____

_____ _____

Parent/Eligible Student Signature Date

© 2024 THRUN LAW FIRM, P.C. POLICY SERVICE