

DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA) requires that Montgomery County Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. In addition, the address, phone number, or email address of a student cannot be released in response to a request or under FOIA unless the parent has consented in writing to the disclosure. Montgomery County Public Schools will only disclose appropriately designated directory information if you have selected option A below, **giving us permission to share your child's information. If you do not return a signed form, your child's information will not be shared in any of the publications listed below.** The primary purpose of directory information is to allow Montgomery County Public Schools to include this type of information in certain school publications, such as:

- Yearbooks and newspapers
- Articles about school activities and athletic events
- News of performances, school activities and athletic events
- Extracurricular and athletic programs
- Class lists and graduation lists
- Lists of those receiving honors, awards, scholarships
- Social media postings

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can only be disclosed to outside organizations **with a parent's prior written consent**. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires that Montgomery County Public Schools provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless a parent has opted out using the form below.

Directory Information may include the following:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Email Address
- Photos or videos of performances, school activities and athletic events
- Dates of attendance
- Weight and height of members of athletic teams
- The most recent educational agency or institution attended

DIRECTORY INFORMATION CONSENT FORM

Please check the appropriate box above to indicate your preference for release of directory information pertaining to your child. You may change your preference at any time by submitting a written request to the school office. Your child's school principal can answer any questions regarding FERPA and consent. This form must be submitted to the school by the first school day of September.

A. I consent to the release of the following directory information about the student named below.

- | | |
|---|--|
| <input type="checkbox"/> Student's Name | <input type="checkbox"/> Participation in officially recognized activities and sports |
| <input type="checkbox"/> Address | <input type="checkbox"/> Email Address |
| <input type="checkbox"/> Telephone Listing | <input type="checkbox"/> Photos or videos of performances, school activities and athletic events |
| <input type="checkbox"/> Date and place of birth | <input type="checkbox"/> Dates of attendance |
| <input type="checkbox"/> Major field of study | <input type="checkbox"/> Weight and height of members of athletic teams |
| <input type="checkbox"/> Degrees, honors, and awards received | <input type="checkbox"/> The most recent educational agency or institution attended |

B. (Grades 9-12 only) I do not consent to the release of directory information about the student named below to the military.

Student's Name: _____ [OTHER IDENTIFIER]: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Student's Signature (18 years or older): _____

Directory Information – Supplemental Form

Please review the options below and provide additional clarification, if you so desire.

Not providing consent to the Directory Information form means that your child can not be listed in any publications, including the yearbook, playbills, the school’s honor roll list, etc.

You may use the form below to allow for select use of your child’s photograph and directory information for specific school division purposes.

I give permission for my child’s photograph and directory information to be used for the following school division purposes:

- Extracurricular and Athletic Programs
- Graduation Lists
- Honor Roll
- Newspaper articles
- PTA Newsletter
- Social Media
- Television Stories
- Yearbook

If you do not sign and return the form with your selections, your child’s information will not be shared in any of the publications listed above.

Student’s Name: _____ [OTHER IDENTIFIER]: _____

Child’s Grade: _____ Classroom Teacher: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

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