



Dear Parent,

The School District of Elmbrook values the privacy of all students and families. During the annual school registration process, you have the right to complete an **OPTIONAL** form to remove your student from the following activities:

Publishing of student class & contact information

Elementary schools often post class lists prior to the school year to inform families of their child's homeroom teacher. All schools/PTOs publish an annual directory which includes contact information for students and families.

Release of student directory information (Reference District Policy 5125.3)

The *Family Educational Rights and Privacy Act* (FERPA) requires that the School District of Elmbrook, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose "directory information" without written consent. Directory information may be released to post-secondary institutions and the military for recruitment purposes; and to be featured in certain school publications like a playbill, the annual yearbook, honor roll or other recognition lists, graduation programs, sports activity sheets etc.

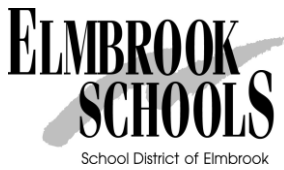
District and media access to student for informational & promotional purposes (Policy 1410)

The School District of Elmbrook communicates to the public through its website, brochures, newsletters etc. The District often highlights students, staff and programs to do this. Media (newspapers, television, online, radio) also request to do feature articles which require them to enter a classroom to interview and photograph students and staff. This is done only with an administrator's permission and as long as the educational process is not disrupted. Please be aware that the District may not always be able to restrict media access to students in common/public domain areas such as hallways, cafeterias, libraries, and parking lots.

IF YOU WISH TO REMOVE YOUR STUDENT FROM ANY OF THESE ACTIVITIES, YOU MAY COMPLETE THE ATTACHED FORM. One form is required annually for each student and should be returned to your school office. To opt out of publishing student class and contact information, a form must be received by August 15, 2012. If no form is received by that date the school may proceed with posting class lists and publishing a directory with your student's name included. To opt out of the release of student directory information and/or district and media access to your student, a form may be completed at any time during the school year.

If you have any questions about opting out, please contact your school office. Thank you!

School District of Elmbrook Staff



PLEASE NOTE:
This form is **OPTIONAL**. It should only be completed if you wish to **OPT OUT**.

STUDENT INFORMATION PUBLISHING & RELEASING OPT-OUT FORM (2012-2013)

Student's Last Name _____ First Name _____

Grade Level _____ Teacher/Middle School House if applicable _____

Address/City/Zip _____

I, the undersigned, request that the above-listed student be opted out of all items as indicated below.

Signature _____ Print Name _____

Relationship to Student _____ Date _____ Daytime phone _____

PUBLISHING OF STUDENT CLASS & CONTACT INFORMATION

The District SHALL NOT ALLOW:

- The school to post a class list that has the above-named student's name included
- The school/PTO to publish the above-named student & parent's contact information in a school directory

RELEASE OF STUDENT DIRECTORY INFORMATION

Without prior written consent, the District SHALL NOT RELEASE (check all that apply):

Student's name, address, telephone number and grade of attendance to:

- Waukesha County Technical College, post-secondary institutions
- United States Military
- District parent organizations, vendors designated as official providers of school related services
- Student's name, address, telephone listing, school grade level, 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, photographs, awards received, school most recently attended, to: Publications sponsored by the School District of Elmbrook (such as a playbill, yearbook, honor roll or other recognition list, graduation program, sports activity sheet etc.), media, appropriate private and public sponsored magazines, journals, monographs

DISTRICT & MEDIA ACCESS TO STUDENT FOR INFORMATIONAL AND PROMOTIONAL PURPOSES

The District SHALL NOT ALLOW:

- District personnel access to the student for interviews/ photographs for public District/school newsletters, brochures, videos, website etc.
- Media (newspapers, online, radio, television) access to the student for interviews, photographs, video etc.