



Please sign one form for each Metro Nashville Public Schools (MNPS) student in your household and return the form to each student's school or complete the online versions at [permissions.mnps.org](http://permissions.mnps.org).

# FERPA DIRECTORY INFORMATION

**Notice:** If you do not request to opt-out by signing and returning this form or submitting your request online at [permissions.mnps.org](http://permissions.mnps.org), it will be assumed you are granting permission to share directory information for your student.

**Student's Name** (please print): \_\_\_\_\_ **Student ID:** \_\_\_\_\_

## NOTICE OF DIRECTORY INFORMATION:

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, 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 prior written consent of the parent/guardian or student (if student is 18 or older). The law, however, does allow schools to release student "directory information" without obtaining the prior consent of the parent/guardian or 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 the form 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 for the current school year, until the parent/guardian or student requests that the flag be removed by completing and submitting a revocation of the opt-out to the school or MNPS Family Information Center.

I \_\_\_\_\_ (parent/guardian name or student name\*), request the withholding of the following personally identifiable information identified as Directory Information under FERPA:

- Student name
- Address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Most recent educational agency or institution attended
- Phone number
- Email address
- Grade level completed

I understand that upon submission of this form, the information listed 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 directory information will not otherwise be released from the time the school receives this form until my opt-out request is rescinded. I understand that I may not opt out of use of the student ID number because it is necessary identifying information for the school. 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. I understand that I may request and challenge how my/my student's directory information is used by contacting the school.

Do you give permission for your student's directory information to be shared as described above?

- Yes
- No

I am a student who is 18 years of age or older, or the authorized parent or guardian for the named student.

**Parent or Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature (18 yrs./older)** \_\_\_\_\_ **Date** \_\_\_\_\_