

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

## Directory Information Opt-Out Form

### Frequently Asked Questions

**This form provides parents and guardians the opportunity to opt their student out of the release of directory information. This includes the District's posting and use of specified directory information in District digital media and communications, as well as the District's yearbook. Directory information is different from protected students' records. It is usual for the District to release directory information as needed.**

**1. What is Directory Information?** Directory information includes: student's name, address, phone number, email address, photographs, date and place of birth, major field of study, participation in sports, weight and height of athletics team members, dates of attendance, degrees and awards received and most recent previous school attended. (It is defined in District Administrative Regulation 5125.1)

**2. How is Directory Information used by the District/School?** Directory information allows the District to include the type of information listed above in certain school and/or district publications. Examples include: the annual yearbook; honor roll or other recognition lists; graduation programs; sports activity sheets, such as for wrestling, showing weight and height of team members; a playbill, showing your child's role in a drama production; etc.

**3. How is Directory Information used OUTSIDE of the District?** Outside organizations include, but are not limited to: companies that publish yearbooks or make class ring. Directory information, which is information that is generally NOT considered harmful or an invasion of privacy, if released, can legally be disclosed to outside organizations without a parent/guardian's prior written consent.

In addition, two federal laws require districts receiving Federal Aid to provide military recruiters, upon request, with students' names, addresses, and telephone listings, **UNLESS** the parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent. {Elementary and Secondary Education Act of 1965 (ESEA)}

**4. What Happens if I DO NOT send in this form (opt-out)?** By NOT opting out, the School District may disclose appropriately designated "directory information" (see above) without written permission unless you have advised the District to the contrary in accordance with District procedures, including this form. It is usual for the District to release this kind of information as needed and with discretion.

**5. Do I have multiple options for Opt-Out? This release is optional!** If you **do not** want the District to release directory information, as described above, from your child's education records without your prior written consent or to use such directory information on District digital communications tools (e.g., District website), you must notify the District by returning this completed form no later than \_\_\_\_\_. See the form for your multiple options!

**6. How are my other child's records protected?** There is confidential information OTHER than directory information. The Family Educational Rights and Privacy Act (FERPA), a federal law, and the California Education Code, require that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

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**This release is optional! You have options from which to choose. Please read this form carefully. By not returning this form you are permitting the Pacific Grove Unified School District to release directory information as needed.**

### Release of Directory Information

Pursuant to FERPA and the California Education Code, the District may release "directory information" to certain persons or organizations when it is requested. Parents and guardians may opt-out of having their student's directory information released by indicating such directly below.

I **DO NOT** want my student's directory information to be released for **any** purpose.

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I **DO NOT** want my student's directory information (including photos) to be released for the following checked items:

- School yearbook
- School district sports, music, drama productions for programs, including school fundraisers
- School district newsletters
- Military recruiters
- District sponsored social media
- News organizations (newspapers, sports articles, etc.)

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

Home Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO YOUR CHILD'S SCHOOL OFFICE.**

435 Hillcrest Avenue ♦ Pacific Grove, CA 93950 ♦ [www.pgusd.org](http://www.pgusd.org)

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