



3900 Broadway, Everett, WA 98201
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**THREE reasons
you might want
to return this
form by Oct. 1**

- 1.** You don't want your child's photo or information used as explained in SECTION 1
- 2.** You don't want your child to use the Internet at school – SECTION 2
- 3.** You have a high school student – SECTION 3

NOTE: Any non-returned forms or blank boxes will imply permission to release the student's information.

The Family Educational Rights and Privacy Act (FERPA) Form

1. Your permission to use student's photo, name and student work

The district never releases phone numbers and addresses without your permission. The district does release student photos, names and student work under the following circumstances. If you do not want that information released, write NO in the box provided. ***If you leave a box blank or do not return this form, we assume we have your permission to release the information below.***

Do you want your child's name and/or photo shared in the following kinds of district and non-district methods? <i>School newspaper, graduation program, school or district recognitions, print and online media; also parent groups, such as the PTA, which frequently writes stories about student accomplishments, school programs and events.</i>	↓ Write "YES" or "NO"
Do you want your child's name and/or photo in your school's yearbook? <i>Note: Some schools publish their yearbook online and some yearbooks are created by parent groups, such as the PTA.</i>	↓ Write "YES" or "NO"

2. Your permission for your student to use the Internet at school

If you leave this blank, we assume your child has permission to use the Internet at school. <i>WRITE NO if you don't want your child to use the Internet to learn at school.</i>	↓ Write "YES" or "NO"
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3. Your permission to share high school student information with the military and colleges

If you leave an item blank, we assume we have your permission to release the information. <i>WRITE NO if you don't want your high school student's information shared with military recruiters or colleges and trade schools.</i>	Military recruiters:	↓ Write "YES" or "NO"
	Colleges and trade schools:	↓ Write "YES" or "NO"

Student name (please print):	Parent/guardian name (please print):	
Student ID number (if currently enrolled student):	Parent/guardian signature:	Date:

Please complete additional form on front side of handbook »

TEAR OFF FORM ALONG PERFORATED EDGE

Explanations

The federal Family Educational Rights and Privacy Act (FERPA) allows school districts to define "directory information," and then share only that information unless you request that information not be shared.

If you write "NO" for an item on the other side of this page, we cannot and will not share the information you specified. When we are asked for "directory information" about a student, we share only the information needed for that purpose. We usually only share the student's name, age or grade and school.

1. Information used in district publications, online and by outside media

Directory information is: student's name, grade level, dates of enrollment, degrees and awards, participation in officially recognized activities and sports, weight and height of members of athletic teams, schools attended in the district; school work, and photographs per Policy 3250.

We share good news about student achievement and honors. This includes showing student work in print and online. It can mean displaying student work in a public place, and sharing student achievement information with news outlets. We never knowingly release information about a student to anyone who wants to use it for commercial reasons. We only share student addresses or phone numbers when such requests come from the military or institutions of higher learning (as explained below).

2. Internet access for learning at school

Thanks to voter approval of bonds and levies, students can use educational technology as an everyday part of their learning. With technology, learning expands from the four walls of a classroom into the rest of the world. Students use the Internet to explore, research and collaborate. They are able to store documents electronically and retrieve them from home and from school.

If you write "NO" in Section 2, your child will not be able to use the Internet for school learning.

3. Information for military and colleges (applies to high school students only)

The military and institutions of higher learning request high school students' directory information and, by federal law, we must also provide the student's address and phone number. We provide that information on or about October 15 each year to these groups. If you write "NO" in Section 3 on the other side of this page, and if we receive your form by October 1, we will not release your student's directory information. If your student's form is returned after October 1, be aware that we may have already released your student's information per Policy 3250.

All district policies and procedures are available online at www.everettsd.org.

- Policy and Procedure 3245 – "Technology." Internet access information is under section *Student Access and Use of District Technology*.
- Policy 3250 – "Release of Student Directory Information" includes more details about student directory information.
- For more information about directory information, call the communications department at 425-385-4040.