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|----------------------------------------------------------|----|---------------------------------------------------------------------------------|
| TWO 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 have a high school student – SECTION 2                                      |

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, check 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?**

*School newspaper, graduation program, school or district recognitions, print and online media; also, parent groups, such as the PTA, which frequently write stories about student accomplishments, school programs and events.*

☐ YES  
☐ NO

**Do you want your child's name and/or photo in your school's yearbook?**

*Note: Some schools publish their yearbook online and some yearbooks are created by parent groups, such as the PTA.*

☐ YES  
☐ NO

### 2. 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.**

*CHECK NO if you don't want your high school student's information shared with:*

**Military  
recruiters:**

☐ YES  
☐ NO

**Colleges and  
trade schools:**

☐ YES  
☐ NO

### 3. Your permission to share your (parent) email, phone and address.

Senate Bill 5593 created new requirements for school districts to share high school parent information with the Office of Superintendent of Public Instruction (OSPI). Through this contact information, Washington's higher education institutions can communicate with students and families to increase awareness about college opportunities.

**If you leave an item blank, we assume we have your permission to release the information.**

*CHECK NO if you don't want your information shared with:*

**Washington  
higher  
education  
institutions:**

☐ YES  
☐ NO

Student ID number

Student name

Parent/guardian name

Parent/guardian signature

Date

If you have any questions, call the Everett Public Schools communications office at 425-385-4040.

## 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 the information not be shared.

If you check “NO” for an item on the first 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. 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. In addition, we participate in [guaranteed admissions programs \(GAP\)](#) and data sharing agreements with colleges and universities. Email addresses on record, the student’s cumulative GPA, and a copy of the student’s transcript and standardized test scores are provided to the institutions participating in the GAP program and data sharing agreements. We provide that information on or about October 15 each year to these groups. If you check “NO” in Section 3 on the first 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](#).**

- [Policy 3245](#) and [Procedure 3245P](#) – “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.