



Please return this form by **October 1** to your child's school if:

1. You don't want your child's photo or information used as explained in box 1 below.
2. You have a high school student (see box 2 below)
3. You don't want your child to use the Internet at school (see box 3 below)

1.	<u>DIRECTORY INFORMATION, SCHOOL-RELATED PUBLICATIONS/NEWS MEDIA COVERAGE</u> (Everett Public Schools does not release address and phone number information except as noted in #2 below)	
<i>If you leave an item blank, we assume we have your permission to release the designated information. If you check "no" to an item, the designated information about your child will not be shared.</i>		NO
My child's photo and name may be used in a school yearbook, newspaper and/or in PRINT . (The most frequent use of photos and names in print is in connection with school activities, graduation, recognitions, awards and/or honors.)		
My student's photo and name may be used by the district or school ONLINE . (The most frequent use of photos and names online is in connection with school activities, graduation, recognitions, awards and/or honors.)		
My child's photo and name may be released to nondistrict news media . NONDISTRICT NEWS MEDIA , including parent teacher student associations (PTSA's), frequently produce stories about students, student accomplishments, schools, or school programs and events. Many PTAs also produce a yearbook for the school.		
Directory information (as defined on the back of this form) about my child for any use . Marking "no" will make your child's photo and name unavailable for any of the above uses, including honors and recognition.		

2.	<u>HIGH SCHOOL STUDENTS ONLY – DIRECTORY INFORMATION FOR MILITARY AND COLLEGES</u>					
<i>If you leave an item blank, we assume we have your permission to release the information.</i>		NO				
My child's directory information and address and telephone number may be released to:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Military recruiters</td> <td style="width: 50%;"></td> </tr> <tr> <td>Institutions of higher learning</td> <td></td> </tr> </table>	Military recruiters		Institutions of higher learning	
Military recruiters						
Institutions of higher learning						

3.	<u>INTERNET ACCESS FOR LEARNING AT SCHOOL</u>	
<i>If you check "no" your student will be denied access to the Internet This may affect participation in classroom</i>		NO
My child may use the Internet to learn at school		
<div style="margin-bottom: 10px;"> <input type="checkbox"/> I am turning in this form because I said "NO" on a previous form and now want to release information indicated with "YES" above. </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Student Name (please print) </div> <div style="width: 45%;"> _____ Parent/Guardian Name (please print) </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Student ID Number (if currently enrolled student) </div> <div style="width: 45%;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> _____ Parent/Guardian Signature </div> <div style="width: 40%;"> _____ Date </div> </div> </div> </div> <p style="margin-top: 10px;">If you have any questions, please call the Everett Public Schools communications office at 425-385-4040.</p>		

For the definition of directory information and each of the sections above, see back of this page.

Explanation

The federal Family Educational Rights and Privacy Act (FERPA) allows school districts to define “directory information,” and then release only that information **unless** you request that information **not** be released.

If you check “NO” for an item on the other side of this page, we cannot and will not release the information you specified. When we are asked for “directory information” about a student, we release only the information needed for the particular story or purpose. Unless the student is on a sports team, we usually only release the student’s name, age or grade and school.

1. DIRECTORY INFORMATION, SCHOOL DISTRICT PUBLICATIONS/NEWS MEDIA USE

Directory information is: student’s name, grade level, dates of enrollment, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, schools attended in the district; work created for school-related publication and purposes, and photographs for school-related publications and purposes. (District Policy 3250)

We share good news about student achievement and honors. This includes showing student work in publications 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. DIRECTORY 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 check “NO” in section 2 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. (District Policy 3250)

3. 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 check “NO” in section 3, your child will not be able to use the Internet for learning activities at school.

All district policies and procedures are available online at www.everettsd.org under “Our District.”

- 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.