



**TWO reasons you might want to return this form by October 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**

## Family Educational Rights and Privacy Act (FERPA) Form

<b>1. Your permission to use student's photo, name and student work</b>	
<p><i>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 <b>NO</b> in the box provided.</i></p> <p><i>If you leave a box blank or do not return this form, we assume we have your permission to release the information below.</i></p>	
<p>Do you want your child's name and/or photo shared in the following kinds of district and non-district methods?</p> <p><i>School newspaper, graduation program, school or district recognitions, print and online media; also, parent groups such as the PTA and Booster Club, which frequently write stories about student accomplishments, school programs and events.</i></p>	
<p><b>Write "YES" or "NO"</b></p>	
<p>Do you want your child's name and/or photo in your school's yearbook?</p> <p><i>Note: Some schools publish their yearbook online and some yearbooks are created by parent groups, such as the PTA.</i></p>	
<p><b>Write "YES" or "NO"</b></p>	

<b>2. Your permission to share <u>high school</u> student information with the military and colleges</b>		
<p><i>If you leave this <u>blank</u>, we assume we have your <u>permission</u> to release the information.</i></p>		
<p>WRITE <b>NO</b> if you don't want your high school student's information shared with:</p>	<p><b>Military recruiters</b></p>	
	<p><b>Colleges and trade schools</b></p>	

<p>_____</p> <p style="text-align: center;">Student Name (please print)</p>	<p>_____</p> <p style="text-align: center;">Parent/Guardian Name (please print)</p>
<p>_____</p> <p style="text-align: center;">Student Grade/School Name</p>	<p>_____</p> <p style="text-align: center;">Parent/Guardian Signature</p>
<p>_____</p> <p style="text-align: right;">Date</p>	
<p>If you have questions, call the Coupeville School District office at 360-678-2404</p>	

## **Explanations**

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 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 received, 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 CSD Policy 3225.

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 request 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. We provide that information on or about October 15 each year to these groups. If you write “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 per CSD Policy 3225.

### **All district policies and procedures are available online at [www.coupeville.k12.wa.us](http://www.coupeville.k12.wa.us)**

- Policy 3225 - “Release of Student Directory Information” includes more details about student directory information.
- For more information about directory information, call the Coupeville School District office at 360-678-2404.

Coupeville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The board designates the superintendent to serve as the district’s coordinator regarding Title IX, Section 504/ADA and Civil Rights Compliance.  
Superintendent. 501 S. Main Street. Coupeville. WA 360-678-2404