

**Family Educational Rights and Privacy Act (FERPA)  
Notice of Directory Information and  
DIRECTORY INFORMATION OPT-OUT FORM  
(TO BE COMPLETED ONLY BY THOSE WISHING TO OPT-OUT)**

The Hazelwood School District designates the following information contained in the educational records of its students as “directory information” for the purpose of FERPA: **student’s name; parent’s name; grade level; enrollment status; participation in school-based activities and sports; weight and height of athletic team members; degrees, honors and awards received; artwork or coursework displayed by the District; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. By law, military recruiters may request a student’s address and telephone number** (for high school students only) if the opt-out form is not completed and returned.

The **primary** use of directory information in the Hazelwood School District is to include this type of information from a student’s education records in certain school publications, such as: **a playbill showing a student’s role in a drama production; honor roll or other recognition lists; graduation programs; sports activity sheets, such as for football, showing weight and height of team members; YEARBOOK; school newspapers and school district publicity, such as Hazelwood News, HSD E-Mail Extra, HSD-TV and the HSD website. School district publicity could also include release of information to media.**

Parents of students and students 18 years of age or older have the right to refuse the designation of the above information as directory information. If you **DO NOT** want the Hazelwood School District to disclose directory information from your education records without your prior written consent, you must notify us in writing. **Please complete this form and return it to the school’s office ONLY IF YOU WANT TO RESTRICT THE DISTRICT FROM RELEASING THE INFORMATION.** Upon receipt, your information will not be released from the time of receipt without prior written authorization. This notice will be published on an annual basis.

**To: Hazelwood School District**  
**Subject: Directory Information Opt-Out Notice**

I understand that, under FERPA guidelines, Hazelwood School District may disclose basic information about a student that is generally not considered harmful or an invasion of privacy without the parent’s (or student’s, if 18) consent, which is released as “Directory Information.” The District allows parents who would like to opt out **TWO** choices – opting out only for information provided to **military recruiters** (high school only) or opting out for **everything**. This is notification that the parent (or student, if 18 years old) **does not** want the information included in Hazelwood School District Directory Information and that this information should not be disclosed without parental (or student’s, if 18 years old) written consent, except as required by law: (list the full name of student and school)

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**Circle One: Military recruiters only      OR      All Information**

**Note: Return of a completed form with “All information” circled means that the student’s portrait will NOT BE INCLUDED IN THE YEARBOOK.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**