

Odessa School District

Notice Concerning Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Odessa School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, Odessa School District may disclose appropriately designated **"Directory Information"** without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of "Directory Information" is to allow the district to include this type of information in certain school publications. Examples include:

- ✓ The District website, or other school publications;
- ✓ A playbill showing your student's role in a music production;
- ✓ The school yearbook/annual;
- ✓ Honor roll or other recognition lists;
- ✓ Graduation programs;
- ✓ District or school social media posts;
- ✓ Sports activity sheets/programs, such as for wrestling, showing weight and height of team members

FERPA authorizes Odessa School District to release student "Directory Information" for school-related purposes without parental permission **unless you notify your school, in writing, by November 31st or within ten (10) days of enrollment after November 31st**, that you do not want such information released to those who request it. The district has defined **"Directory Information"** through board policy and procedure #3231:

- Student's name, address, parent email address, and telephone number
- Photograph date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance and grade level
- Degrees and awards received
- Most previous educational agency or institution attended by the student

This type of information is used in school publications such as newsletters, school programs (music, drama, graduation, etc.), sports information sheets, honor roll and/or other recognition lists. During the school year, district personnel will be photographing students for publications, websites, school newsletters, and websites. Requests for directory information also come from the local media. In addition, many school events, activities and concerts will be videotaped for presentation.

Parents who do not want their children included should make that request in writing to their school office each year.

Two federal laws require local educational agencies under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with directory information categories: name, email address, address and telephone listing, unless parents have advised the district, in writing, not to release such information. In the fall, all parents of juniors and seniors will receive an informative letter with an "opt out" form to sign and return by November 31st.

Odessa School District will not release any directory information for commercial purposes or for other purposes not related to the conduct of school business.

Odessa School District

Request to Prevent Disclosure of 2024-25

Student Directory Information

Odessa School District will release student "Directory Information" for school-related purposes without parent permission unless you notify your student's school in writing by November 31st of each school year, or within ten (10) days of enrollment after November 31st. If you do not want Directory Information about your student released, please check all the boxes that apply and return the form to your student's school by November 31st or within ten (10) days of enrollment after October 1st. Return one form per student. **Additional forms are available from your student's school office.**

NOTE: If release of information is acceptable, no action is required.

For Students in All Grades

<u>School/District Use:</u> Do NOT release my student's visual image or other directory information for Odessa schools or district use, including publications, websites, school-related social media, or sports team rosters. This includes recordings of classroom Zoom* meetings.	
<u>Public Use:</u> Do NOT release my student's visual image or directory information to outside agencies for school-related purposes such as school photo services, yearbook companies, graduation announcements, higher education institutions, or parent organizations. This includes recordings of Zoom* meetings.	
<u>Media Use:</u> Do NOT release my student's visual image or directory information to local newspapers, television stations, social media (internet publications beyond district websites) or other media outlets for school-related stories or recognition. This includes recordings of classroom Zoom* meetings.	

*Teachers may hold live Zoom meetings with students and may record meetings. If you wish to have your child attend but to NOT wish for your child's image, voice, or name to be included, you have the following options:

- ✓ Leave the camera off; and
- ✓ Leave the microphone off; and
- ✓ Change your child's on-screen name to "TSD Student (add initials)"

For High School Juniors & Seniors ONLY

U.S. Military: The Federal Every Student Succeeds Act requires high schools to provide a list of students' names, addresses, email addresses, and telephone numbers to military recruiters. To opt out, check the box to the right. Please note that this does not prohibit the military from gathering information from non-school sources or from having military recruiters speak with your student when on campus.

If you have checked NO to any of the boxes above, please sign and return this form your child's school.

Student's Name: _____ School: _____ Grade: _____

Parent Signature: _____ Date: _____