

OPT-Out Procedure

OPT-Out & FERPA Notification for Military/Higher Education

The beginning of each school year the school data clerk should call their District office data contact to make sure the new school years OPT-Out for Military/Higher Education has been set to default as "yes" for all students at their school.

FERPA OPT-Out for Military/Higher Education FERPA Notification is placed in the Student Code of Conduct each school year. The Principal of the school should approve any other advertisement.

The OPT-Out Form/FERPA Notification is available on the Student Services Google Drive.

Current Students - Parents are responsible for requesting the form and turning it into the Principal by September 30th of each school year. The request for restriction is recorded into the student information system (Skyward) and the form is kept on file in the school's office for one school year.

New Students - After September 30th the form and the Student Code of Conduct should be included in the student registration packets and is due at the time of registration. The request for restriction is recorded into the student information system (Skyward) and the form is kept on file in the school's office for one school year.

Note: This restriction needs to be submitted into the student information system (Skyward) as soon as it is received because requests are made for student information throughout the year.

OPT-OUT FORM TO PREVENT RELEASE OF STUDENT INFORMATION

Pursuant to federal law, I request that student's directory information NOT BE DISCLOSED to Military/Institutions of Higher Education without my prior permission.

Student's Name: _____

Parent/Guardian Name: _____

Signature _____ Date: _____

Military Recruiters Institutions of Higher Education

Current Students

This form is due to the principal's office by September 30th for all students currently enrolled into PCSD. The request for restriction is recorded into the student information system and the form is kept on file in the school's office for one school year.

New Students

This form is due at the time of registration. The request for restriction is recorded into the student information system and the form is kept on file in the school's office for one school year.

The Family Educational Rights and Privacy Act (FERPA) Notification

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires Putnam County Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, schools 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 Putnam County Schools to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama presentation; The annual yearbook; Honor roll or other recognition lists; Graduation programs; Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. In addition, the district will release the student's current school, address and telephone number to appropriate law enforcement personnel including Child Protective Services.

If you do not want to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing by SEPTEMBER 30 each school year. The request for restriction is recorded into the student information system and the form is kept on file in the school's office for one school year. If no documentation is on file, it will be assumed that permission for release of directory information and/or photos has been granted.

Putnam County School District has designated the following information as directory information: student's name; parent/guardian name(s); address; telephone; grade level; date of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; photograph; degrees, honors, and awards received; dates of attendance; grade level; the most recent educational agency or institution attended; post high school career plans. * These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 1002 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation's armed forces.