

GLOBAL TECH ACADEMY
STUDENT DIRECTORY INFORMATION
OPT-OUT FORM

Designation of “Directory” Information Under Family Educational Rights and Privacy Act (FERPA)

Generally, school officials must have written permission from the parent/guardian or from an eligible student (that is, a student who is 18 or older or who is otherwise legally emancipated) before releasing any information from a student’s record. However, the Family Educational Rights and Privacy Act (FERPA) allows school districts to disclose, without consent, “directory” type information. The Board of Education of Global Tech Academy has designated the following personally identifiable information contained in a student’s education record as “directory” information:

<u>Summary/Description of the Common Use</u>	<u>Consent or Opt-Out (MARK WITH AN "X" IF OPTING OUT)</u>
Student name, address, telephone number	
Parent/Guardian Name, Address, and Phone Listing	
Participation in officially recognized activities	
Dates of attendance, honors, degrees, and awards received, grade placement	
Weight and height of athletic team members may also be released for athletic purposes	
Information generally found in yearbooks	

Unless you advise the Academy principal you do not want any or all of this information released, school officials may release personally identifiable information, which has been designated above as “directory information”.

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 or adult student’s prior written consent. In addition, two (2) Federal laws require the Board to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings unless parents or adult students have advised the Board that they do not want their student’s information disclosed without their prior written consent.

Global Tech Academy has designated the following information about each student as "directory information":

- 1 Student name, address, telephone number;
- 2 Parent/Guardian Name, Address, and Phone Listing;
- 3 Participation in officially recognized activities;
- 4 Dates of attendance, honors, degrees, and awards received, grade placement;
- 5 Weight and height of athletic team members may also be released for athletic purposes;
- 6 Information generally found in yearbooks.

Global Tech Academy will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning the Opt-Out Form (8330 F17) or notifies the School in writing within 10 days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.

If you elect to opt-out of any of the above, please mark the appropriate box, sign below, and return to the Academy principal. If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.

Print name of Student

Print name of person signing and state relationship to student
Or state if student is an adult and signing on his/her own behalf

Signature of parent/guardian/adult student

Date: _____