

### Important Information Concerning Student Privacy Rights

During the school year your child may make headlines as a hero of the big game, or he or she might win an academic honor. Often, stories about what is happening at school will feature students. We also might want to use your child's name or may get a great photograph or videotape of your child that we'd like to use in a school district publication or presentation.

The Family Education Rights and Privacy Act (FERPA) permits school districts to release "Directory Information" to certain people or institutions, such as the news media, unless the child's parent or guardian requests that such information not be released. "Directory Information" includes the following:

- Student name, address and phone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Publishing student names in the school newsletters or other publications

Arcadia Public Schools will not release student information for commercial or other purposes. The purpose of a release will always be related to the conduct of school business.

If you do NOT want us to release "Directory Information" and/or publish your child's photograph, and/or release videotape of your child, please complete and return the form below as soon as possible. **OTHERWISE, IT IS NOT NECESSARY TO TAKE ANY ACTION.** If you have any questions, please call **308-789-6522**.

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Arcadia Public Schools  
Directory Information & Photographs  
*Return one for each family*

Directory Information

- Do not release any "Directory Information on my child.
- Do not release "Directory Information" on my child, but you can include my child's name in the school newsletter and school directory.

Photograph/Videotape

- Do not release my child's photograph/videotape to the news media or use my child's photograph in any District-wide printed publication (such as a calendar).

Class Photograph

- Do not release my child's individual class photo for use in the school annual or yearbook.

Military Recruitment Information

- Do not release any information about my child to military recruiters.

Student name(s): \_\_\_\_\_ School/Grade: \_\_\_\_\_  
Parent/Guardian Printed Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_