

Principal Dr. Stephanie Payne  
Assist. Principal Dr. Jamela Worrell  
Dean of Students Mr. Myron Jones  
Counselor Ms. Karla Barnes, Ed.S  
(770) 997-4860



## Directory Information Opt Out

I understand that the Family Educational Rights and Privacy Act (FERPA), a federal law, allows my school to disclose designated "directory information" to third parties without my written consent, unless I inform the school/district otherwise, and according to any existing policies and/or procedures. This form is due no later than October 15<sup>th</sup>.

Du Bois Integrity Academy uses directory information in the following ways: students names may be provided in a list for things such as snack rotation or gift sharing, photographs and electronic images may be places to display learning and activities which take place at our school and posted on our website or in newsletters, awards received may be highlighted on our website or in newsletters.

Parent or guardian name: \_\_\_\_\_

Student name: \_\_\_\_\_

Student grade: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Parent or guardian email address: \_\_\_\_\_

### Directory information that I **DO NOT** want the school or district to share with **ANYONE**

My child's school may not share any of the following **checked** directory information with **ANYONE** outside the school:

- Student name
- Telephone numbers (e.g., home, cell, etc.)
- Parent personal information (e.g., name, address, phone, email address, etc.)
- Photograph
- Video or electronic images
- Date of birth
- Place of birth
- Home or permanent address
- E-mail address
- Dates of attendance
- Weight/Height
- Awards and honors received

**Principal** Dr. Stephanie Payne  
**Assist. Principal** Dr. Jamela Worrell  
**Dean of Students** Mr. Myron Jones  
**Counselor** Ms. Karla Barnes, Ed.S  
(770) 997-4860



- Clubs/Affiliations
- Any information that might otherwise be considered personal or confidential
- School or district issued student ID number\*

*\* Note: A student ID number may or may not be considered as directory information depending on how the school/district uses it. According to the U.S. Department of Education, a student ID number can be classified as a type of "directory information" if it: "is displayed on a student ID badge, or is used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user."<sup>i</sup>*

### Exceptions

My child's school may share the directory information I have **not checked** above **ONLY** for the following purposes:

- Using my child's directory information, as indicated above, for school publications, including but not limited to, a yearbook, graduation program, or newsletter, and other school publications.
- Sharing my child's directory information, as indicated above, with news media outside the school.
- Sharing my child's directory information, as indicated above, with the school PTO.
- Posting my child's directory information, as indicated above, on official school-related websites or social media accounts.

*\* Note: FERPA allows a school or school district to share a wider array of students' personal information with individuals or companies offering operational services, online educational tools or classroom applications (apps) without parental knowledge or consent, or allowing for opt out, as well as for research or evaluation purposes.<sup>ii</sup>*

*Disclaimer: These materials do not constitute legal advice. Consult a private lawyer or call your local ACLU should you have specific questions.*

---

<sup>i</sup> U. S. Department of Education, *Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information*. See <http://familypolicy.ed.gov/content/ferpa-model-notice-directory-information>

<sup>ii</sup> U.S. Department of Education, Privacy Technical Assistance Center, *FERPA Exceptions - Summary*. See [http://ptac.ed.gov/sites/default/files/FERPA%20Exceptions\\_HANDOUT\\_horizontal\\_0.pdf](http://ptac.ed.gov/sites/default/files/FERPA%20Exceptions_HANDOUT_horizontal_0.pdf)