



# **Family Educational Rights and Privacy Act (FERPA)**

## **Annual Notification of Rights &**

## **Directory Information Opt-Out Form**

2024-2025 English, PreK-8

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records.

For questions and more information about this document, please contact the following:

<https://www.seattleschools.org/ferpa-questions/>

For more information about FERPA, please see  
<https://studentprivacy.ed.gov/audience/parents-and-students>

# **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

**Under FERPA, parents/guardians of students under age 18 have certain rights with respect to student education records. These rights are:**

1. The right to inspect and review their education records within 45 days of the day SPS receives a written request.

Parents who wish to inspect their child's education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of an education record for a student that the parent believes is inaccurate, misleading, or is in violation of the student's right to privacy. If SPS decides not to amend the record, SPS will notify the parent/guardian of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information contained in the education records of a student, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by SPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the School Board; contractors (a person or company with whom SPS has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist); consultants; volunteers; or a parent or student serving on an official committee or assisting another school official in performing his, her, or their duties.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his, her, or their professional responsibility.

Upon request, SPS discloses education records without consent to officials of another school where a student seeks to enroll or is already enrolled.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SPS to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W.; Washington, DC 20202.
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## **Seattle Public Schools (SPS) - Directory Information Notice**

Under FERPA, SPS may disclose appropriately designated “directory information” to anyone without prior written consent, including but not limited to parent-teacher organizations, the media, colleges and universities, the military, youth groups, and scholarship grantors, unless you notify SPS in writing that you do not want the information released in accordance with the procedures outlined on this form.

### **The following information is considered directory information:**

Parent/guardian and student name, home address, home telephone number, home email address, student photograph or video, student date of birth, dates of enrollment, grade level, enrollment status, degree or award received, major field of study, participation in officially recognized activities and sports teams, height and weight of athletes, most recent school or program attended, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

### **Information about the Release of Directory Information for Students in Grades Pre-Kindergarten to Eight (Pre-K to 8):**

As a parent/guardian of a pre-kindergarten student, an elementary student, or a middle school student, you have the right to choose between two (2) options on whether your student’s directory information is released or not. (Go to next page to view the available options.)

Please select one option on the next page and return this form to the school your student attends by October 1.

### **SPS considers a response to be consent for Option A if the parent/guardian:**

1. Submits the form, but does not check one of the boxes OR
2. Does not return the form OR
3. If Option A is selected in addition to other options.

Note, the district cannot control the dissemination of photographs/images or names captured by non-district sources when students participate in school events open to the general public.

<<<< Turn Over for Selection and Signature >>>>

**Seattle Public Schools (SPS) – FERPA Directory Information Opt-Out Form  
Grades Pre-Kindergarten through Eight (Pre-K to 8)**

**Please fill out this form completely and return it to the student's school by October 1<sup>st</sup>.**

If you have more than one student, return a separate form for each student.  
Forms may be returned either in person or by U.S. Mail.

Print **Student's** Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student's School ID Number: \_\_\_\_\_

Please mark **only one** Option for the student named above:

- ☐ **Option A:** I consent to the release of the above directory information about the student named above.

**If multiple Options are selected in addition to Option A, the other selection(s) will be disregarded. SPS will consider this consent for Option A.**

**OR**

- ☐ **Option B:** I do **NOT consent to the release of the above directory information** about the student named above, except as authorized by law or as indicated by my consent to a specific exception below.

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**The following exceptions may ONLY be selected if you selected Option B from the two Options listed above (i.e. consent is denied).**

By selecting one or more of the exceptions noted below, you are consenting to allow directory information to be released in the described way. Your child's information will not be included in any of the following unless you complete the section below.

- ☐ **School Directory and Classroom Roster** – YES, I give my consent to make my student's directory information available to our families, staff, and PTSA. This consent also covers the school newspaper (print & digital versions), honor roll lists, graduation/commencement program, theatre playbill, athletic team rosters/programs, band/choir program and other recognition lists.

- ☐ **Photo/Video** – YES, I give my consent for photographs and videos of my student to be posted on the school and district external website, social media and district printed publications. This consent also covers classroom newsletters and school-based email communications. *Names will not be posted.*

- ☐ **Yearbook/Class Photo Release** - YES, I give my consent for my student's photograph and name to be included in the yearbook and class photo.

Print Signer's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian/Eligible Student's Signature \_\_\_\_\_

*This form will be retained by your student's school and your selections will be documented in the SPS Student Information System.*



## **Seattle Public Schools (SPS) – Notification of Right to File a Public Records Request**

The **Washington State Public Records Act** (RCW 42.56) is a state law requiring public access to all records maintained by state and local agencies, with limited exemptions.

Pursuant to RCW 28A.320.160, school districts are required to notify parents/guardians that they have the right, under the Washington Public Records Act (RCW 42.56), to request the public records regarding school employee discipline. To file a public records request with SPS, send a written request, in writing, to: Office of the General Counsel: Attn: Public Records Request; SPS: MS 32-151; PO Box 34165: Seattle, WA 98124

For more information on the Public Records Act, please see  
<https://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Public-Records-Act/Public-Records-Act-Basics.aspx>

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While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.