



## 2022-2023 Release of Student Data

According to the Minnesota Data Practices Act and the Federal Family Educational Right and Privacy Act (FERPA), student directory information is public unless a parent requests this information not be released. This annual notification from the district for the opt-out is announced each fall. Parents who **do not want their child's data released for the 2022-23 school year**, must **notify their child's school, in writing, by September 26, 2022**. Parents can choose to opt-out of either or both of the two categories listed below. If you have questions, you may contact the school.

### 1. Student Directory Information

Parents may choose to opt-out of release of all student directory information, or they may select specific areas to not have the data released. The primary purpose of directory information is to allow NCS to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

- Playbills showing your student's role in a drama production
- Yearbook
- Honor Roll or other recognition lists
- Graduation Programs
- Sports/Activity Programs

**\*SPECIAL NOTE:** By opting out of the student name portion of the student information (see below), you will be opting out of such examples as those listed above (yearbook, programs, Honor Roll, etc.).

#### Student Information

- Name
- Address
- Telephone number
- Email address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Grade level completed
- Enrollment Status (i.e. Full-Time or Part-Time)
- Weight and height of athletic team members
- Dates of attendance (e.g. Student attended NHS from Sept. 2010-17)
- Degrees and awards received
- Most recent previous educational agency or institution attended

#### Parent(s) Information

- Name
- Address
- Telephone number

### 2. Photos/Video Transmissions

Throughout the year photographs and videos are taken in classrooms and at school activities during the school day. They may be used in some of the following examples, but are not limited to:

- District publications
- Yearbooks
- School newsletters/newspapers
- Other educational organizations
- Cable access channel(s)
- Website
- Local/area newspapers
- Photo classroom composite page (included in picture day packets)

**Photos can be published on the district website with the student's name. Unless you have opted out of your child's name being released as a part of the student directory information section above, photos can be used online.**

**\*SPECIAL NOTE:** By opting out of photos/video transmissions you will be opting out of ALL items listed above. The district is not responsible for photos/videos taken by the public during public school events which are published in newspapers or aired for viewing on cable or the web.

# Release of Student Data Opt-Out for the 2022-2023 School Year

**Only complete and return if you are opting out of one or both of the categories. You have not opted out of any information if you only sign and return the form.**

A parent/guardian must complete and return this form by **September 26, 2022**, if you choose to opt-out of any of the categories outlined on the other side of this page. This form must be completed for each child you wish to opt-out of any section and returned to the school. If you need additional forms, you can make a copy or contact your child's school. It is understood if the form is not completed, you are accepting the district's policy of the dissemination of student information.

Student Name *(Please Print Clearly)*: \_\_\_\_\_

School Attending in 2022-23: \_\_\_\_\_

Grade Level in 2022-23: \_\_\_\_\_

Check one, two or three of the following (if applicable):

\_\_\_\_\_ I choose to opt-out of **ALL Student Directory Information**.

\_\_\_\_\_ I choose to opt-out of **the following portions of the Student Directory Information** *(Please print clearly)*:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ I choose to opt-out of, **Photos/Video Transmissions**

Parent/Guardian Name *(Please Print Clearly)*: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

***Please return this completed form to the school by September 26, 2022.***