

## Notice Concerning Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that New Market Skills Center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, New Market Skills Center may disclose appropriately designated "directory information" without written consent, unless you have advised New Market to the contrary in accordance with New Market procedures. The primary purpose of "directory information" is to allow New Market Skills Center to include this type of information from your student's education records in certain school publications. Examples Include:

- ⦿ The NMSC website or school publications
- ⦿ Advertising brochures
- ⦿ Graduation programs

FERPA authorizes New Market Skills Center to release student "directory information" for school- related purposes without parental permission **unless you notify your school in writing, by October 1st or within 10 days of enrollment after October 1st**, that you do not want such information released to those who request it. New Market Skills Center has defined "directory information" as:

### STUDENT DIRECTORY INFORMATION

- ⦿ Student name, address, parent email address and telephone number
- ⦿ Photograph date and place of birth;
- ⦿ Degrees, honors, and awards received;
- ⦿ Dates of attendance and grade level;
- ⦿ Schools previously attended; and
- ⦿ Work created by the student for school- related publications

This type of information is used in school publications such as newsletters, school programs (graduation, etc.), and recognition lists. During the school year, district personnel will be photographing students for publications, websites, school newsletters, and websites. Requests for directory information will also come from the local media. In addition, many school events and activities will be videotaped. Parents/Guardians who do not want their children included should make that request in writing to their school office each year.

Two federal laws require local educational agencies under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with directory information categories: name, email address, address, and telephone listing, unless parents have advised the school, in writing, not to release such information.

New Market Skills Center will not release any directory information for commercial purposes or for other purposes not related to the conduct of school business.

## New Market Skill Center

### Request to Prevent Disclosure of 2023-2024 Student Directory Information

New Market Skills Center will release student "Directory Information" for school-related purposes without parent permission unless you notify your student's school in writing by October 1st of each school year, or within 10 days of enrollment after October 1st. If you do NOT want Directory Information about your student released, please check all the boxes that apply and return the form to your student's school by October 1st or within 10 days of enrollment after October 1st. Return one form per student. Additional forms can be obtained at your student's school office.

**NOTE: If releasing this information is acceptable, no action is required.**

## For Students in All Grades:

Please check the box on the left of item(s) for which you wish to Opt Out.

☐ **SCHOOL/DISTRICT USE:** Do NOT release my student's visual image or other directory information for New Market Skills Center use, including publications, websites, or school-related social media. This includes recordings of classroom Video Conference (Zoom, Google meet, etc.) meetings. *If you check this box please read \* below.*

☐ **PUBLIC USE:** Do NOT release my student's visual image or directory information to outside agencies for school-related purposes (such as graduation announcements, higher education institutions, or parent organizations). This includes recordings of classroom Video Conference (Zoom, Google meet, etc.) meetings. *If you check this box please read \* below.*

☐ **MEDIA USE:** Do NOT release my student's visual image or directory information to local newspapers, television stations, social media (internet publications beyond District websites) or other media outlets for school-related stories or recognition. This includes recordings of classroom Video Conference (Zoom, Google meet, etc.) meetings. *If you check this box please read \* below.*

\*Teachers may hold live Video Conference (Zoom, Google Meet) meetings where all students are invited to attend. If you wish to have your child attend but do NOT wish for your child's image, voice or name to be included, you have the following options:

You can leave your camera off

You can leave your microphone off

You can change your child's on-screen name to "NM student (insert initials)"

## FOR JUNIORS & SENIORS ONLY

**U.S. Military:** The Federal Every Student Succeeds Act requires high schools to provide a list of student's names, email addresses, addresses and telephone numbers to military recruiters. To opt out, check the box below. NOTE: checking the box below does not prohibit the military from gathering student information from other non-school sources or from having military recruiters speak with your student when on campus.

☐ Do NOT give my student's name and contact information to military recruiters.

If you have checked NO to any of the boxes above, please sign and return this form to your child's school.

Student's Name: \_\_\_\_\_ Program: \_\_\_\_\_ Grade: \_\_\_\_\_

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