



STUDENT INFORMATION OPT OUT FORM (274) School Year 2011-2012

This request must be signed every school year

Not all student information is confidential. In accordance with federal law and district policies, Tucson Unified School District may make student Directory Information available—upon request only—to various persons, agencies, and institutions. "Directory Information" includes the following categories of student information:

- *name and address*
- *parent or guardian telephone listing*
- *date and place of birth*
- *major field of study*
- *participation in officially-recognized activities and sports*
- *weight and height of members of athletic teams*
- *dates of attendance*
- *degrees (diplomas) and awards received*
- *the most recent previous educational agency or institution attended by the student*
- *personally identifiable photographs, videotapes, films and other visual media,*
- *personally identifiable interviews, either audio only or audio and visual, and other similar information*

Examples of circumstances in which directory information is disclosed to the public include:

- *school yearbooks*
- *team rosters and class lists*
- *graduation, theater, athletic, and music programs*
- *videos of performances, school activities, and athletic events*
- *articles about school activities and athletic events*
- *lists of those receiving honors, awards, and scholarships*
- *requests from post-secondary schools and prospective employers*

The types of publications listed above will be available to anyone within the TUSD community and to the general public (*including the press*) unless you complete one or more of the opt-out sections on this form. (NOTE: Student addresses and phone numbers are *not* released by TUSD to the press or to the general public.) **If the School does not receive this form by October 1st we may release your child's Directory Information.**

Section A: Comprehensive Opt Out. You may prohibit public disclosure of any Directory Information about your student by completing Section A. Be advised that by completing this section, your student's name and photograph will not appear in the school yearbook or in other school-produced publications available to the public. It is important to note that for parents/guardians or eligible students in high school, military recruiters will still have access to Directory Information unless you also complete Section B, Denial of Access to Military Recruiters Opt Out .

Section B: Denial of Access to Military Recruiters Opt Out. Federal Law requires that high schools provide military recruiters access to Directory Information, unless the parent or eligible high school student specifically denies such access. You may deny this access by completing Section B.

IMPORTANT: If you want your student to be included in school publications, but excluded from student directories and/or TUSD photographic productions, you should sign one or both Limited Directory Information Opt Out sections, which are described below.

Section C: Limited Opt Out - Release of Directory Information (*Photographic Productions and Other Publicity*). TUSD produces and participates in television, videotape, motion picture, audio, and still photograph productions that may use your student's name, likeness, and/or voice. Such productions may be sold or used for educational purposes, and may be copyrighted, edited, and distributed by TUSD. You may prevent your student from participating in such productions by completing Section C.

Section D: Limited Opt Out - Release of Directory Information (*Student Directories and School-Related Organizations*). Student addresses and phone numbers are Directory Information, but TUSD will not release them to the press or general public. Disclosures of addresses and phone numbers will be made only for school-related activities (*such as PTAs, booster clubs, and volunteer activities*) and to county agencies. Student addresses and phone numbers are most frequently used in student directories. You may exclude your student's name, address, and phone number from your school's student directory by completing Section D.

A. OBJECTION TO RELEASE OF ANY DIRECTORY INFORMATION (COMPREHENSIVE OPT-OUT)

TO: (*principal's name*) _____ (*school name*) _____

Regarding: (*student's name-please print*) _____ Matric # _____

I object to the release of directory information (*name, address, phone number, participation in school activities and sports, honors and awards, height and weight of athletic team members, dates of attendance, school, grade, photographs, and other images*) about my student. I understand this means exclusion from school documents that typically are made public, such as yearbooks, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs. I also understand that this means exclusion of my student's name, address and phone number from the school directory, from other documents relating to school-related organizations and activities, and from county agencies. Finally, I understand this means that my student will not be included in TUSD videotape, motion picture, audio recording, television and still photograph productions.

Parent Signature _____ Date _____

B. DENIAL OF ACCESS TO MILITARY RECRUITERS OPT-OUT FORM

TO: (*principal's name*) _____ (*school name*) _____

I object to the release of the name, address, and telephone number of _____ [*print name of student*] to military recruiters during this school year. I understand that once this form has been signed by either the student or a parent, only a parent may change it. I also understand that if I want to change it, the parent must notify the principal in writing that the form is no longer in effect and that student information may be released.

Signature of student or parent: _____ Date: _____

Name of signing student or parent—*please print*: _____ Matric # _____

C. OBJECTION TO USE OF PHOTOS AND OTHER IMAGES IN TUSD PRODUCTIONS (LIMITED OPT-OUT)

TO: (*principal's name*) _____ (*school name*) _____

Regarding: (*student's name-please print*) _____ Matric # _____

I object to the release or use of my student's name, likeness, or voice in any videotape, television, motion picture, audio recording, or still photograph production that will be produced, used, or distributed by TUSD for educational purposes.

Parent Signature _____ Date _____

D. OBJECTION TO INCLUSION OF STUDENT IN SCHOOL ADDRESS AND TELEPHONE DIRECTORY (LIMITED OPT-OUT)

TO: (*principal's name*) _____ (*school name*) _____

Regarding: (*student's name-please print*) _____ Matric # _____

I object to the release of directory information (*name, address, and telephone number*) to school-related organizations such as the PTA and booster clubs for school-related activities. I understand this means my student will not be included in the school directory of student names, addresses, and phone numbers.

Parent Signature _____ Date _____