



# Faulconer-Chapman School

## Release of Information

**(Only complete this form if you DO NOT APPROVE)**

**The Family Educational Rights and Privacy Act (FERPA)** requires that Sheridan School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's educational records. Sheridan School District may, however, disclose appropriately designated information without written consent, *unless you advise the District to the contrary* in accordance with District procedures.

**Sheridan School District believes this information is generally not considered harmful or an invasion of privacy if released.**

Some examples of when information might be released include publishing student accomplishments in the local newspaper or a press release, posting photos of students on the school website, printing the student's information in a school directory or publishing the student's name and photo in the yearbook.

**Information is only released under administrative direction as appropriate; information considered by the District to be detrimental will not be released.**

Parents and guardians have the right to prevent the District from releasing information regarding their child. To exercise this right, requests must be submitted in writing to the school within fifteen days of annual public notice.

**If you APPROVE the release of your child's information, you DO NOT need to complete and return this form.**

**If you do NOT APPROVE the release of your child's information, please complete the form on the back of this page and return to your child's school.**

Sheridan School District collects release of information status once at each educational level. Parents and guardians will automatically be prompted upon new student registration, and again in the Kindergarten and the 6th grade, to update their selections. Parents may change their release of information selections at any time, however, by submitting the change in writing to the school.

**\*\*For additional information on Family Educational Rights and Privacy Act you may visit the U.S. Department of Education - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>**



# Falconer-Chapman School

## Release of Information

**\*\*Only complete this form if you DO NOT APPROVE of the release of your child's information\*\***

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

### Elementary / Middle School

- Do NOT release ANY of my child's directory information
- My child's directory information MAY be released, EXCEPT for the following:
  - Exclude photo from release
  - Exclude from school directory
  - Exclude from media (newspaper, television, radio, website)
  - Exclude from yearbook

**If you have chosen to not approve and have filled the form out, please return to your child's school.**