

**NORTHERN WELLS COMMUNITY SCHOOLS**  
**OPT OUT FORM FOR DIRECTORY INFORMATION & STUDENT PHOTOGRAPHS**  
2020-21 School year

**Directory information** can be made public without the consent of parents. Directory information means the student's name; address; telephone number; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; listing on honor roll; awards received; or scholarships. The names, addresses, and telephone numbers of students entering grade 11 will be released upon request to military recruiters and institutions of higher education unless parents have advised the school in writing that they do not want their student's information disclosed without their prior written consent. In addition, the district will release the student's current school, address and telephone number to appropriate law enforcement personnel including Child Protective Services. **Directory information will not be provided to any organization for any activity that is an attempt to solicit business, sales, or profits by that organization.**

The request for restriction of directory information is recorded into PowerSchool and the form is kept on file in the school's office for one school year. If no documentation is on file, it will be assumed that permission for release of directory information and/or photos has been granted.

**PLEASE DO NOT RELEASE DIRECTORY INFORMATION TO:** (check all that apply)

- Military recruiters
- Institutions of higher learning
- Any outside source (e.g., newspapers for honor roll) except as required by law)
- School publications (e.g., exclude information from yearbooks, newsletter)
- School activity programs (e.g., Football program, playbill for drama production, music performance program)

**PLEASE DO NOT ALLOW PHOTOGRAPHS:**(check all that apply)

- to be published in any school publication (e.g., newsletters, yearbooks, school web sites)
- to be taken by outside agencies (e.g., local newspapers publicizing a school event) within the district's reasonable control. (School-sponsored class & individual pictures are not included in this category.)

**SPECIAL REQUESTS FOR OPTING OUT OF SPECIFIC INFORMATION - PLEASE SPECIFY**

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**STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE\*: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Students who are 18 years of age may sign their own request.

PLEASE RETURN A COMPLETED FORM TO YOUR SCHOOL OFFICE NO LATER THAN SEPTEMBER 1, 2020