



## DO NOT RELEASE

# DIRECTORY INFORMATION/PHOTO/MILITARY

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Pursuant to LTSUD Board Policy 5125.1, Directory Information is information that is not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow the district to include this type of information in certain school and/or district publications. It may also be disclosed to outside organizations for purposes such as yearbook design companies; honor roll or other recognition lists; graduation programs and recognition; a playbill showing your child's role in a drama or music program; local media for athletics, visual and performing arts, and scholastic activities and achievements; Straight A Ski Pass Program with Sierra-at-Tahoe; Ski school program with Heavenly; Gold Star Student Program with El Dorado County; El Dorado County Office of Education who visits our schools to photograph or film students during various activities; Operation School Bell charity program; and school photography company for purposes of school pictures.

The district has designated the following information as directory information:

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Note: Directory information does not include citizenship status, immigration status, place of birth, or national origin.

**A parent or guardian may request that a student's directory information not be released by the district without prior written parental consent. If you would like to make such a request, please complete the following and return it to your child's school.**

**Please complete this section and return the entire form to your child's school.  
Use a separate form for each child.**

### **Directory Information (for purposes stated above)**

\_\_\_\_\_ Do not release directory information from my child's education records without my prior written consent\*.

### **Photography/Video**

\_\_\_\_\_ Do not release photography or video of my child. (This includes photography or video of athletic and academic accolades, school functions, fundraisers, field trips, school websites, District-sponsored social media sites, news and/or media content without my prior written consent\*. This **does not** include the school yearbook)

**District and School Websites and District-Sponsored Social Media**

Because of the wide accessibility of the Internet and potential risk to students, photographs of individual students shall not be published with their names or personally identifiable information without the prior written consent of the student’s parent/guardian. Photographs of groups of students, such as at a school event, may be published provided that students’ names are not included (BP 1113 & 1114).

**Military Recruiters**

LTUSD receives funds from the federal government under the Local Control Funding Formula. The law requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups without prior written parental consent\*:

\_\_\_\_\_ Do not release my secondary student's information to military recruiters at any time.

**Colleges, Universities, or Institutions of Higher Learning**

\_\_\_\_\_ Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time without prior written consent\*.

**\*I understand that it is my responsibility to provide written consent should I wish to revoke this “Do Not Release” request for any purpose, throughout the school year. I understand that I must complete this form annually in order to maintain this opt-out request each school year.**

Name of Student: (First/Last) \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian (Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Student Signature (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_

**OFFICE USE ONLY**

Student Perm. ID# \_\_\_\_\_

Date Received \_\_\_\_\_

Date Distributed to Teachers & Admin \_\_\_\_\_

Date Input Aeries \_\_\_\_\_