



Central Dauphin School District

CENTRAL DAUPHIN SCHOOL DISTRICT

600 Rutherford Road
Harrisburg, PA 17109
www.cdschools.org

Please sign and return this form if you **DO NOT** consent to the release of your child(ren)'s directory information.

If you do nothing, you are giving permission for your child's directory information to be disclosed in internal district publications, such as:

- the yearbook
- honor roll or recognition lists
- playbills
- graduation programs and sports activity sheets

or external publications, such as:

- newspaper releases
- graduation/honor roll lists
- District website

You only need to return this signed form to your child's building if you choose to "opt out".

Name of Child	Building
Parent/Name of Guardian (Please Print)	

I DO **NOT** consent to having my child(ren)'s directory information appearing in either internal District publications, such as the yearbook, honor roll or recognition lists, playbills, graduation programs and sports activity sheets or external publications, such as newspaper releases, graduation/honor roll lists, or the District website.

Parent/Guardian Signature

Dated: _____

Please see reverse side for specifics regarding Directory Information.

The Central Dauphin School District is proud of our students and wants to share news about school activities, events and happenings that occur in the District with parents/guardians and the community. This may be done in a variety of ways, including the school paper, yearbook, website on the internet or local media including, but not limited to, television, radio or the newspapers. However, the District is limited by applicable Federal regulations to provide such information to these media outlets without parental or a guardian's consent.

What is Directory Information?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that requires the Central Dauphin School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them or the right to "opt out". Schools may disclose, without consent, "directory" information such as: **Students name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended.**

The primary **purpose of directory information** is to allow the Central Dauphin School District to include this type of information from your child's education records in certain school publications such as: **the annual yearbook, honor roll or other recognition lists, playbills, student's role in a drama production, graduation programs, sports activities, and sport activity sheets.**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and alumni publications. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Please review the list of potential ways in which your child(ren)'s information may be released by the District and advise us if you are choosing to "opt out" of allowing the information to be supplied to such internal or external media outlets as previously discussed. ***If you do not oppose the release of "directory information" to outside parties as herein specified, you do not need to do anything. You only need to return this form (see reverse side) if you choose to "opt out" of the disclosure.***