



Option to Withhold Information Media Release and Field Trip Permission Form

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Option to Withhold Student Directory Information

Parents who wish the school to withhold student directory information are required to submit notice to the building principal each year. The "opt out" only applies to the school year for which it is signed. By "opting out" parents understand that NO information can be release.

General Directory Information

The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person within first obtaining written consent from a parent or eligible student:

- Student's name; date and place of birth; parents' names; grade level; enrollment status (i.e. full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information

In addition to general directory information, the district maintains the following information about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board of Education and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; government entities including, but not limited to, law enforcement, the juvenile office and the Department of Social Services' Children's Division.

- Student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

Examples of situations where information would be withheld include:

- Honor rolls published in the newspaper
- Yearbook pictures, class and graduation photos
- Awards and photographs for any honors
- Results of any sports contest of special school activity
- Names, pictures, height and weight in sports programs or newspapers
- Any district/school media or publications (i.e. classroom webpages, building newsletters and district social media.)

Please WITHHOLD my student's directory information

STUDENT LAST NAME		STUDENT FIRST NAME	STUDENT MIDDLE NAME
CURRENT GRADE	STUDENT DATE OF BIRTH (MM/DD/YYYY)	GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male	

MEDIA RELEASE FORM STUDENT INTERVIEWS AND IMAGES

I give my permission for my child to be a part of the following media-related situations:

- Use of photographic image and/or interviews with local media (print, radio, TV)

* Students will not be interviewed for sensitive subject matter without parental/guardian permission.

Yes, I give permission No, I do not give permission

FIELD TRIP PERMISSION FORM

The Cole County R-1 School District supports classroom organized field trips throughout the school year to enhance student learning. Parents will be provided necessary information by the classroom teacher prior to the scheduled field trip. I give permission for my child to participate in classroom organized field trips.

Yes, I give permission No, I do not give permission

STUDENT LAST NAME	FIRST NAME	GRADE
PARENT/GUARDIAN SIGNATURE		
RELATIONSHIP TO STUDENT	DATE	