



The Independence School protects your family's personal information. This includes compliance with The Family Educational Rights and Privacy Act (FERPA), a Federal law made applicable to the Independence School by Section 4111 of Title 14 of the Delaware Code and its implementing regulations. FERPA requires Independence, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, The Independence School may disclose appropriately designated "directory information" without your written consent, unless you have advised us to the contrary in accordance with our procedures. The primary purpose of directory information is to allow The Independence School to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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.

If you do not want The Independence School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify us in writing. The Independence School has designated the following information as directory information:

- | | |
|---|---|
| •Student's name | •Degrees, honors, and awards received |
| •Address | •The most recent educational agency or institution attended |
| •Telephone listing | •Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized use |
| •Electronic mail address | |
| •Photograph | |
| •Dates of attendance | |
| •Grade level | |
| •Participation in officially recognized activities and sports | |
| •Weight and height of members of athletic teams | |



Opt Out Form

for Student Photographs and Directory Information

If you do not wish photos or directory information released about your student, without your written consent, return the completed form below to the school office. 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 BE: (check all that apply)

- ☐ Used in a school publication (e.g., exclude information from yearbooks, newsletters)
- ☐ Released to any outside source (e.g., newspapers for honor roll) except as required by law

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

- ☐ Published in any internal school publication (e.g. yearbooks, school bulletin boards)
- ☐ Published in any external school publication (e.g. newsletter, school web sites)
- ☐ Taken by outside agencies (e.g. local newspapers publicizing a school event) with the school's reasonable control. (School-sponsored class & Individual pictures are not included in this category.)

NOTE: If you opt-out, the school may contact you for special permission for a single use if needed.

STUDENT INFORMATION	
STUDENT NAME(S):	
ADDRESS:	
SCHOOL:	
PARENT/GUARDIAN SIGNATURE*:	DATE:

PLEASE RETURN COMPLETED FORM TO THE SCHOOL OFFICE.