

2016-17 Release of Student Data for Buffalo-Hanover-Montrose Schools

****NEW information included. Please read carefully!**

According to the Minnesota Data Practices Act and the federal Family Educational Right and Privacy Act (FERPA), student directory information is public unless a parent requests that the information not be released. Parents, who **do not want their child's data released for the 2016-17 school year**, must **notify their child's school, in writing, by June 3rd, 2016**. This annual notification from the district and schools for the opt-out is announced each spring. When asked, you will need to update your child's information for the following school year. Annually, parents can choose to opt out of any or all three categories listed below. If you have questions, you may contact the school your child attends.

1. Student Directory Information

Parents may choose to opt out of the release of all student directory information, or they may select specific areas to not have the data released. The primary purpose of directory information is to allow BHM to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

- Playbills showing your student's role in a drama production
- Yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports/activity programs

Special NOTE: By opting out of the student name portion of the student information (seen below), you will be opting out of such examples as those listed above (yearbook, programs, honor roll, etc.).

Student Information

- Name
- Address
- Telephone number (home)
- Email address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Grade level completed
- Enrollment Status (*i.e. Full-Time or Part-time*)
- Weight and height of members of athletic teams
- Dates of attendance (*e.g. Student attended Parkside from Sept 2000-05*)
- Degrees and awards received
- Most recent previous educational agency or institution attended

Parent(s) Information

- Name
- Address
- Telephone number

**2. Photos/Video Transmissions

Throughout the year, photographs and video are taken in classrooms and at school activities that happen during the school day. Photos or videos may be used in some of the following examples, but are not limited to:

- District publications (*Insider*, calendar, etc.)
- Yearbooks
- School newsletters/newspapers
- Local/area newspapers
- Other educational organizations
- Cable access channel(s)
- Website/Facebook/Twitter
- Photo classroom composite page (included in "picture day" packets)

****Photos can be published on the district website with the student's name. Unless you have opted out of your child's name being released as a part of the student directory information section above, it can be used online.**

Special NOTE: By opting out of photos/video transmissions you will be opting out of ALL items listed above. Also note that the district is not responsible for (has no control of) photos/video, taken by the public, at school public events (such as basketball games or homecoming coronation), which are published in newspapers or aired for viewing on cable or the web.

3. Military and Post Secondary Educational Institution Recruitment (Applies to students in grades 11-12 ONLY.)

Each year the military and post secondary institutions ask high schools to provide names, addresses, phone numbers and emails of students in grades 11-12 for recruitment purposes. They provide information to students about education and career opportunities.

(Complete the form on the other side ONLY if you are opting out of one or more of the categories listed above.)

Release of Student Data Opt Out for the 2016-17 School Year

****Only complete and return if you are opting out of one or more of the categories. You have not opted out of any information if you only sign and return the form.***

A parent/guardian must complete and return this form by June 3, 2016 ONLY if you choose to opt out of any of the categories outlined on the other side of this page. This form must be completed for each child you wish to opt out of any section and returned to the school he/she will attend for that school year. If you need additional forms, you can make a copy or contact your child's school. It is understood that if the form is not completed, you are accepting the district's policy of the dissemination of student information.

Student Name *(Please Print Clearly)*: _____

School Attending in 2016-17: _____

Grade Level in 2016-17: _____

Check one, two, three or four of the following (if applicable):

_____ I choose to opt out of, **ALL Student Directory Information.**

_____ I choose to opt out of, **the following portions of the Student Directory Information** *(Please print clearly)*:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ I choose to opt out of, **Photos/Video Transmissions**

_____ I choose to opt out of, **Military Recruitment (Applies to students in grades 11-12 ONLY.)**

_____ I choose to opt out of, **Post Secondary Educational Institution Recruitment (Applies to students in grades 11-12 ONLY.)**

Parent/Guardian Name *(Please Print Clearly)*: _____

Parent/Guardian Signature: _____

Date: _____

Please return this completed form to your child's school of attendance for the 2016-17 school year.