

# Waterloo Community School District

## Release of Student Directory Information Release of Student Directory Information to Military Branches Display of Photos / Artwork Field Trips

The Waterloo Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. **This includes information released to the branches of the military upon their request.**

**\*The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; email address, grade level, enrollment status, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information.**

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school principal in writing not later than the second Friday in September of this school year or if starting after the first day of school within 2 weeks of enrolling.

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Please check the appropriate box(es):

I DO NOT give permission for ANY **\*directory information** to be released on my student for any reason

**Or choose from the following, this means everything will be printed except the boxes you mark below**

I DO NOT give permission for **\*directory information** to be released to *branches of the Military*

I DO NOT give permission for my student's photo to be displayed at school, in any school publications, or in any public newspaper articles about school activities

I DO NOT give permission for my student's artwork and schoolwork to be displayed outside of school (this includes Partners in Education and/or Administrative Offices)

I DO NOT give permission for my student to be taken on **any** field trips

I DO NOT give permission for my student's name to be printed in the media (newspaper, etc.) for sporting events or academic achievement (including honor roll)

School: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

I request that directory information and permission(s) be followed as directed above.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

I am 18 years old and request that directory information and permission(s) be followed as directed above.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Note:  
This request must be renewed each year the student attends the  
Waterloo Community Schools**