

**NILES COMMUNITY SCHOOLS**  
LIST OF POTENTIAL DISCLOSURES OF DIRECTORY INFORMATION  
AND OPT-OUT FORM

The Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary by filling out, signing and returning this form to the District.

The District has designated the following information about each student as "directory information":

a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height (if member of an athletic team), weight (if member of an athletic team which requires disclosure to participate), dates of attendance, date of graduation, honors and awards received, honor rolls, school photographs or videos of students participating in school activities, events or programs, grade level, the most recent previous school attended, degrees and email address.

The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. The following is a list of uses for which the District commonly would disclose a student's directory information:

<b>Summary/Description of Common District Uses</b>	<b>Opt-Out (MARK WITH AN "X" IF OPTING OUT)</b>
A playbill showing a student's role in a production	
Annual yearbook	
Honor roll or other recognition lists	
Graduation programs	
Sports activity sheets	
Approved vendors	
Military recruiters	
Media publications	

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 or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The Board will make directory information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning the Opt-Out Form (8330 F17) or notifies the School in writing within 20 school days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.

If you elect to opt-out of any of the above, please mark the appropriate box, sign below, and return to building principal. If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.

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Print name of Student

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Print name of person signing and state relationship to student  
Or state if student is an adult and signing on his/her own behalf

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Signature of parent/guardian/adult student

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

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