

**The School District of Philadelphia**  
Office of Student Rights & Responsibilities  
440 N. Broad Street, Second Floor  
Philadelphia, PA 19130  
Office: 215.400.4830 ~ Fax: 215.400.4226

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Deputy Chief

## **Release of Directory Information Opt-Out Form**

The School District of Philadelphia may disclose appropriately designated “directory information” without written consent unless you return this form to your child’s school by **November 6, 2023**.

Directory information includes the following:

- Schools attended;
- Student’s name;
- Address;
- Telephone listing;
- Student electronic mail address;
- Photograph;
- Date of birth;
- Major field of study;
- Dates of enrollment;
- Grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended.

The primary purpose of directory information is to allow The School District of Philadelphia to include this type of information from your child’s education records in certain school publications, including: a playbill, showing your student’s role in a drama production; school newsletters, the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for basketball, showing weight and height of team members.

This information may also be made available to qualified outside organizations upon request. Qualified outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, scholarship providers, trade/technical schools, potential employers, and other community organizations supporting students with community resources. In recognition of a family’s right to privacy, it is the policy of The School District of Philadelphia that directory information will not be provided to commercial enterprises.

Parents or eligible students (18 years old or above) have the right to have directory information withheld upon written request. If you prefer to deny release of directory information without prior written consent, please complete and return the entire form to your child’s school by **November 6, 2023**. Once this form is completed and returned to the school, your choice will not change until you complete and submit a new form. **Use a separate form for each child.**

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## OPT OUT FORM

Only return this form if you do NOT want directory information released.

Complete a separate form for each child.

**Must be returned to child's school by November 6, 2023.**

If you wish to opt out, select **ONE** of the following:

- Do not release my student's directory information at any time. No information is to be released for school publications, school activities, trade schools, scholarship providers or employers, and/or qualified outside organizations.
- Do not release my student's directory information at any time, except for school publications, school activities and to qualified outside organizations.
- Do not release my student's directory information at any time, except for school publications and school activities.

In addition, you **may also** check the box below to opt out of sharing directory information for military services. This only applies to students in 11th and 12th grades:

- Do not release my student's directory information for military services (**11<sup>th</sup> & 12<sup>th</sup> grade students only**).

Student Name (Please Print): \_\_\_\_\_

Name of School (Please Print): \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Name (Please Print): \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Student Signature (if student is 18 years of age or older): \_\_\_\_\_