

# Data Processing - 2



## REQUEST TO RESTRICT STUDENT DIRECTORY INFORMATION

Please return this form to your student's campus with the enrollment information. It must be received by the campus no later than the tenth day of instruction for the military and higher education opt out (high school only). Please check all that apply. If you have any questions, you may review our policy manual located at [episd.org](http://episd.org) or contact Pupil Services at 230-2080.

<input type="checkbox"/> I do authorize the release of directory information.  <input type="checkbox"/> I do not authorize the release of directory information.	<b>High School Only:</b>  <input type="checkbox"/> I authorize release of my student's information to military recruiters and institutions of higher education.  <input type="checkbox"/> I do not authorize release of my student's information to military recruiters and institutions of higher education.
<b>Photo Release*</b>  <input type="checkbox"/> I give permission for my student to be interviewed and/or photographed, filmed or videotaped for use in district/campus publications, websites, social media and news media productions for promoting district programs and events.  <input type="checkbox"/> I do not give permission for my student to be interviewed and/or photographed, filmed or videotaped for district/campus publications, websites, social media and news media productions for promoting district programs and events.	<p><b>*If you have indicated that you do not want directory information released, photos of your student will not appear in campus publications (yearbook, newsletters, school newspapers, etc.)</b></p> <p>Note: Copies of photos, video recordings and/or interviews may be requested through the Public Relations Department of the District or the campus principal.</p>
Student Name	Student ID Number
School	Grade

\_\_\_\_\_  
Parent/Responsible Person/Guardian Signature or Adult Student

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

DATE RECEIVED:	
DATE ENTERED IN STUDENT SYSTEM:	

You have a say in who can see your student's directory information.

Here's why you received this document.

Each year, we are required by law to give parents an opportunity to indicate if they want student directory information about their student released to the public. The Family Educational Rights and Privacy Act of 1974 (FERPA).



### Military Recruiters and Higher Education (High School)

The No Child Left Behind Act of 2001, requires school districts to release, upon request, the name, address and telephone listing of your student, unless you direct the District not to release this information without prior written consent. This objection must be filed with the principal within ten school days of your student's first day of instruction for the current school year.

***We ask parents to think carefully before restricting this information.***

***Unfortunately, by restricting your student's directory information for school publications, your student's name and photo can not be included in student annuals and yearbooks. He or she will not be able to be part of classroom, team or club photos which are intended to be published in yearbooks.***

This request is for the current school year only.

This form is sent to parents at the beginning of every school year to allow you to make the appropriate decision based on your current circumstances. You must return this completed form each year during which you want your student's information restricted.

What if you change your mind?

If you ask us to restrict your student information, but later change your mind, you can ask to update this form at your student's school.

### What is considered directory information by the El Paso Independent School District?

- Student's Name
- Address
- Photograph
- Telephone listing
- Electronic mail address
- Date and place of birth
- Dates of attendance
- Grade level
- Enrollment status
- Most recent educational agency or institution attended
- Honors and awards Participation in officially recognized activities or sports
- Weight and height of members of athletic teams