

Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows the Public Schools of Brookline (“District”) to release certain information about students without parental consent, provided that annual notification has been given and the school does not have on file written denial to release this directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

The primary purpose of directory information is to allow the District to celebrate the accomplishments of its students by sharing information with the community. This may take the form of, among other things, press releases to the local media, public announcements at School Committee meetings, and the posting of information on social media (including Twitter, Facebook, and official district websites). Additionally, the District is required to disclose contact information for high school students to military recruiters and institutions of higher education upon request, unless a parent chooses to opt out of these disclosures.

The Public Schools of Brookline has identified the following information as directory information:

- Student’s name, parent/guardian name(s), address, primary email address, and telephone number;
- Participation in officially recognized activities and sports;
- Height and weight of members of athletic teams;
- Degrees, honors, and awards received;
- Student’s district id number (this cannot be used to access education records and is primarily used as an identifier for such things as library cards);
- Dates of attendance/enrollment;
- Grade level; and
- Most recent school attended.

Examples of District uses of directory information include:

- PTO and school contact directories;
- A playbill, showing your student’s role in a drama production;
- Honor roll, awards, or other recognition lists in the newspaper;
- Graduation programs or the yearbook; or
- Sports activity sheets or athletic team rosters.

Directory information can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, colleges and universities, and scholarship providers. Additionally, the Federal *Elementary and Secondary Education Act* requires the District to provide all branches of the military with names, addresses, and telephone listings for students unless parents/guardians have advised that they do not want this information disclosed for this purpose.

If you do not want the Public Schools of Brookline to disclose directory information from your child’s education records without your prior written consent, you must notify the District. You can do this in two ways:

1. Complete the Data Verification process for your child through the Aspen Parent Portal. Instructions are available here: <http://goo.gl/cJzNnG>
 - a. Log in to Aspen and initiate the Contact Verification workflow.
 - b. Towards the bottom of the workflow, you will be asked to update your child’s permissions and consents.

- c. Check off each item for which you do not grant permission for directory information to be disclosed.
2. Complete the following form and return it:
 - a. Via email to datateam@psbma.org
 - b. Or via mail to
Public Schools of Brookline
Office of Strategy and Performance, Attn: Vicky Ching
333 Washington Street, 5th Floor, Brookline, MA 02445

If you agree to allow the Public Schools of Brookline to release directory information about your student, you do not need to do anything.

THE PUBLIC SCHOOLS OF BROOKLINE
DIRECTORY INFORMATION OPT-OUT FORM 2016-17

Student's Last Name		First Name	
Student's School		Grade Level	
Parent/Guardian Name		Date	/ /

The Public Schools of Brookline has identified the following information as directory information:

- Student's name, address, parent/guardian name(s), primary email address, and telephone number
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Degrees, honors, and awards received
- Student's district id number (this cannot be used to access education records and is primarily used as an identifier for such things as library cards)
- Dates of attendance/enrollment
- Grade level and homeroom
- Most recent school attended

If you wish to deny release of your student's directory information, please update your child's information online in the Parent Portal or complete the form & return it to the PSB during registration or at 333 Washington St, Brookline, MA 02445, attn.: Cori Stott or cori_stott@brookline.k12.ma.us

By signing and returning this form to the Public Schools of Brookline, I formally state that I do not grant permission to the District or my child's school to release directory information for my student as follows (please check all that apply):

- Do not include in the school directory
- Do not provide to the school's PTO for any purpose
- Do not use for district/town program fundraising or other solicitation efforts
- Do not release to US Military recruiters
- Do not release to colleges and other educational institutions
- Do not release to scholarship providers
- Do not release to the media (both online and print; photos & video are *not* directory information)
- Do not include in District-sponsored publications (yearbook, graduation program, athletic rosters, etc)
- Do not post on the District's social media (Twitter, Facebook, etc)

The request to withhold directory information will be in effect from the date it is received by the school or District until the date your student graduates or otherwise leaves the Public Schools of Brookline. You may change your preferences at any time by submitting a new form.

<i>Parent/Guardian Signature</i>	<i>Date</i>
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