

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, homeroom, and class lists; 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 records without your prior consent, you must notify the District. You can do this through the Contact Verification process on the Aspen Parent Portal.

If you would prefer to provide your Directory opt out preference via paper, please complete this form below and return it to the Public Schools of Brookline’s Office of Strategy and Performance.

THE PUBLIC SCHOOLS OF BROOKLINE
DIRECTORY INFORMATION OPT-OUT FORM 2017-18

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

The Public Schools of Brookline has identified the following types of 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, homeroom, and class lists
- Most recent school attended

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 class lists
- Do not provide to the school's PTO for any purpose
- Do not use for District, school based, and/or Town program fundraising or other solicitation efforts (such as the Brookline Education Foundation, the Brookline Innovation Fund, athletics, student clubs, high school clubs, etc.)
- Do not release to U.S. Military recruiters
- Do not release to colleges and other educational institutions
- Do not release to scholarship providers
- Do not release to the media, either online or print. Please note that photos & video are *not* considered to be directory information.
- Do not include in District-sponsored publications (yearbook, graduation program, athletic rosters, etc.)
- Do not post on the District's social media accounts (Twitter, Facebook, etc.)

The request to withhold directory information will be in effect from the date it is received by the 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 or updating your permissions and consents in the Aspen Parent Portal.

Parent/Guardian Signature | _____
Date

Return this document to the Public Schools of Brookline using one of the following methods:

- Email this form to the PSB Office of Strategy and Performance at datateam@psbma.org,
- Mail this form to 333 Washington St., Brookline, MA 02445, Attn: Strategy and Performance, or
- Return this form in-person to the PSB Office of Strategy and Performance (Town Hall, 5th Floor)

Questions can be directed to: datateam@psbma.org