

## **Release of Student Information**

### **Media**

Throughout the school year, students may be highlighted in efforts to promote PSB activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through various media outlets including newspapers, radio, television, district or school website, displays, or brochures. Students can be highlighted by name and/or photo/video/recording. PSB breaks down media consents into two categories: internal and external.

#### Internal Media:

- School and district websites;
- School and district social media;
- School yearbook;
- Athletic rosters
- Graduation programs.

#### External Media:

- Newspaper;
- Television;
- Radio/online recording;
- External social media.

### **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. The District is also 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.

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, colleges and universities, and scholarship providers.

**If you do not want the Public Schools of Brookline to disclose 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 permissions/consents via paper, please complete the form below and return it to the front office at your child’s school.

**THE PUBLIC SCHOOLS OF BROOKLINE**  
**PERMISSIONS/CONSENTS FORM 2019-20**

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

**Internal and External Media**

Do you give consent for photographs, videotaping and/or interview(s) of your child to be used in publications internally and externally? Selecting "Yes" indicates you give consent for your child's name **and** photo/video/recording to be used.

Internal Media:

- YES  
 NO

External Media:

- YES  
 NO

**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

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 Town of Brookline Library

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

\_\_\_\_\_  
Date

Please return this signed form to the front office at your child's school. You may change your preferences at any time by submitting a new form or updating your permissions and consents via the Aspen Parent Portal.

Questions can be directed to the PSB Office of Strategy and Performance at [datateam@psbma.org](mailto:datateam@psbma.org),