



# Directory Information Opt-out Form (optional)

**Please read carefully and only submit if you wish to opt-out:**

Under state and federal law, information a school district selects as directory information is considered information that can be released to the public without prior written parental consent.

Ashby Schools considers the following information as directory information:

- Student's name
- Student's address
- Age
- Gender
- Grade level
- Dates of attendance
- Participation in officially recognized activities
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Any photograph, video or recording of a student's likeness

**A parent may elect to opt-out of the release of directory information by completing and submitting this form.**

**Please note that opting out of directory information means your child will NOT be included in items such as the yearbook, graduation programs, and district or local media stories.**

I, as the parent/guardian, elect that Ashby Schools is **NOT** able to disclose directory information related to my child(ren) named below.

Child's Name:	School:	Grade:
1.		
2.		
3.		
4.		

Parent/Guardian Printed Name:	Parent/Guardian Signature:	Date:

This form must be received by the end of the second week of a new school year. It may be rescinded at any time by requesting so in writing. Please include with initial enrollment, or submit to the office at [info@ashbyps.org](mailto:info@ashbyps.org).

**A new form must be completed each school year.**

Office Use:

	Entered in SIS?	