

# Opting Out of FERPA Directory Information

As defined by the federal Family Educational Rights and Privacy Act (**FERPA**), **Directory Information** is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed.

Jeffco Public Schools defines the following student information as FERPA Directory Information:

- Student name
- School-based email address
- Participation in official activities and sports
- Weight and height of athletic team participants
- Dates of school attendance
- Grade level
- School enrollment status
- Honors and awards received
- Most recent schools attended
- Photographic, video or electronic images

Due to parent requests, Jeffco Public Schools created two categories of FERPA directory information for opt out purposes:

- Information above except for photos
- Photographic, video or electronic images

Parents or guardians may opt out of having Jeffco Public Schools release their student's directory information and/or photos in the following ways:

- **Jeffco Publications** include yearbook, graduation program, theatre playbill, athletic team roster, school's website, and other school and district publications.
- **Publication by Media** includes news media outside the district.
- **Publication by a 3<sup>rd</sup> Party Other than Media** includes information sent outside the district to entities such as community and parent organizations.

**A parent or guardian may not opt out of their student's information being used for educational purposes as defined by FERPA.**

If a parent or guardian prefers to opt out of releasing directory information, they must log in to Jeffco Connect, select their student, and click on the Agreements tab. Parents or guardians may choose not to release their student's information by checking the appropriate boxes. Click here to access [Jeffco Connect](#)

Parents or guardians must opt out prior to or within 30 calendar days of the student's start of school in the current school year.

Parents/guardians must opt out prior to or within 30 calendar days of the student's start of school in the current school year.  
Please [click here for more information](#) about Jeffco Directory Information and opt out choices.  
Place a checkmark (✓) in the appropriate box or boxes below to indicate your opt out decision(s).

<b>FERPA Opt Out of Publishing Jeffco Directory Information</b>	<b>Date Signed</b>
<input type="checkbox"/> Opt out of Jeffco publication	
<input type="checkbox"/> Opt out of publication by media	
<input type="checkbox"/> Opt out of publication by 3rd party other than media	

**Opt out of student photo/video/electronic images**

<input type="checkbox"/> Opt out of Jeffco publication	
<input type="checkbox"/> Opt out of publication by media	
<input type="checkbox"/> Opt out of publication by 3rd party other than media	

**Additional Opt Out**

<input type="checkbox"/> Decline District Parent Newsletter	
---	--

Please contact your student's school office if you have any questions.