



Mannheim School District 83

# Student Directory Information Opt Out Form

Student's First Name:

Student's Last Name:

School (circle):

Enger MECC MMS Roy Scott Westdale

Grade (circle):

PreK Kdg 1 2 3 4 5 6 7 8

Mannheim School District 83 and all of its schools have many opportunities to recognize and showcase students' work, accomplishments, and activities throughout the year using photos of students or copies of their work. This may take the form of print newsletters, video, social media, websites, newspaper articles, etc.

**\*\*\*If you're OK with having your student's photo and/or student work published, you DO NOT need to fill this form out.**

**Parents who DO NOT want their child's photograph and/or student work published need to complete this form within your child's first 5 days of school attendance.**

- 1. **Do not** allow my child to be photographed or recorded for use in district or school publications, such as yearbooks, class pictures and newsletters.
- 2. **Do not** allow my child to be photographed or recorded for the district or school's websites.
- 3. **Do not** allow my child to be photographed or recorded for publications on district or school social media websites.
- 4. **Do not** allow my child's schoolwork to be published in district or school publications and/or on district or school websites including social media sites such as Twitter and Facebook.

According to the *Family Educational Rights and Privacy Act and School Code*, the district may release directory information to the public, as permitted by law, but a parent/guardian has the right to object to such disclosure of their child's information. Information that may be designated as directory information shall be limited to:

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, social media sites, school websites, newspapers, or sporting or fine arts programs, except that:
  - No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable (see 765 ILCS 1075/30); and
  - No image on a school security video recording shall be designated as directory information;
- Academic awards, degrees, and honors;
- Information in relation to school-sponsored activities, organizations, and athletics;
- Identifying information: student's name, address, gender, grade level, and birth date and place, and parents' names, mailing addresses, electronic mail addresses, and telephone numbers;
- Major field of study;
- Period of attendance in the school.

Parent/Guardian Signature:

Date:

