

FERPA Directory Information Opt Out Form

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that KPSAHS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, KPSAHS may disclose appropriately designated “directory information” without written consent, unless you have advised us to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the KPSAHS to include this type of information from your education records in certain school publications. Examples include:

- Graduation programs
- Special recognition lists
- Special publications or activities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, federal and state agencies offering jobs and educational benefits, media sources, etc.

If you **DO NOT** want KPSAHS to disclose directory information from your education records without your prior written consent, you must notify us in writing by the third week of your first quarter of enrollment. KPSAHS has designated the following information as directory information:

Name	Secondary or permanent mailing addresses
Date of birth	Dates of attendance
Place of birth	Enrollment status (part/fulltime)
Directory addresses and telephone numbers	Class level
Email addresses (personal and KPScholar emails)	Certificate(s) or degree(s) awarded and date(s)
ID card photographs	Awards and honors (e.g., Dean’s List) received
Mailing addresses	Most recent institution attended by the student

Do not release my directory information. I understand that, by checking this box my information will not be released or used in any school program, awards or recognition activities, or other special publications or activities.

Student’s Printed Name: _____

Student’s Signature: _____

Date: _____

Please submit form directly to the Student Records department, or email form to records@kpsahs.edu, or mail form to KPSAHS, Attn: Student Records, 938 Marina Way South, Richmond, CA 94804, or fax form to 855-849-3381.