



378 State Street, Charlotte, MI 48813 PH: 517.541.5100 FAX: 517.541.5105

Student Information Opt-Out Form

Student Information:

- Student Name: _____

- Grade Level: _____

Parent/Guardian Information:

- Parent/Guardian Name: _____

- Contact Email: _____

- Contact Phone: _____

Right to Object to Release of Directory Information:

Charlotte Public Schools occasionally publishes photographs of school programs and activities in school-related articles and news releases. Under FERPA, the Board of Education of Charlotte Public Schools designates the following as "directory information," which may be disclosed without consent:

- Student's name
• Photograph
• Video tape of performances or events
• Grade level
• Participation in officially-recognized sports and activities
• Weight and height of athletic team members
• Student achievements, awards, recognitions, degrees, honors, and awards received

Unless you advise the District otherwise, school officials may release this information. If you wish to object to the release of any or all of this directory information, you must do so within two weeks of receiving this notice.

Objection Instructions:

Please specify the types of directory information about your student that you do not wish to be released. You may choose to opt out of all or certain types of information.

Types of Information to Exclude:

Submit this completed form to:

Charlotte Public Schools
Superintendent
378 State Street
Charlotte, MI 48813

Or, submit electronically to haulerl@charlottenet.org. The electronic submission must be signed, dated, and indicate which types of information you do not wish to be released.

Signature: _____ Date: _____