



## **Family Educational Rights and Privacy Act (FERPA) Request to Withhold Directory Information**

FERPA allows the release of certain pieces of “directory information” without the prior written consent of a student’s parent/guardian. The parent/guardian (or student if over 18 years of age) has the legal right to “opt out” of the directory so that no information is released to anyone at any time unless written consent is granted.

Directory information includes, but is not limited to, the student’s name; address; telephone listing; email address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized activities and sports; weights and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

**From time to time, the GVSU Charter Schools Office (CSO) may publish charter school student directory information in the following ways:**

- **Photo or video of student in a newsletter, publication, or social media post (a separate media release will be obtained if student is photographed)**
- **Name, school, and grade in a GVSU CSO newsletter, publication, or social media post (both GVSU CSO original pieces and re-printed stories sent to us by GVSU authorized charter schools)**

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### **Instruction to Withhold Directory Information**

Please do not release any of my student’s directory information.

\_\_\_\_\_  
Student’s Printed Name

\_\_\_\_\_  
Student’s School Name

\_\_\_\_\_  
Parent/Guardian’s Printed Name

\_\_\_\_\_  
Parent/Guardian’s Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you choose to opt-out, please return this completed form to: GVSU CSO, Attn: Alyson Murphy, 201 Front Avenue SW, Suite 310, Grand Rapids, MI 40504 OR via email at [murphaly@gvsu.edu](mailto:murphaly@gvsu.edu)