

# 2023-2024 Annual Opt-Out Forms



## Who should read this Notice?

All parents and guardians, and any students over the age of 18, should review this information to understand their rights and responsibilities.

## What does it mean to Opt Out?

The following is a description of the information that you have the right to opt out of being disclosed about your child:

- **Directory Data:** A parent/guardian, or a student over the age of 18, may choose to Opt Out of the release of “directory data”, as defined on the backside of this notice, either in full or for identified limited purposes.
- **Media:** A parent/guardian, or a student over the age of 18, may choose to Opt Out of use of a student’s image, voice, name or classwork in film, video, school and District websites, social media websites, or other publications. Additionally, you may choose that you do not wish your child to participate in any District-approved media or publicity interviews or discussions that may be used for promotional or news media purposes unless you direct otherwise.
- **Higher Education Institutions and Military Recruiters (for High School Students Only):** A parent/guardian, or a student over the age of 18, may choose to Opt Out of the release of student’s directory information to military recruiters and/or institutions of higher education.
- **Technology (for Students Under Age 13 Only):** A parent/guardian may choose to Opt Out of a student’s use of any District-approved online resources selected by the District and/or the student’s teacher.
- **Mental Health Screening:** A parent/guardian, or a student over the age of 18, may choose to Opt Out of various mental health screening tools that the District implements.

## How do I Opt Out?

Any parent or guardian who objects to the release of certain information related to his/her child has the right to opt out of the release of this information. Should you wish to do so, you may access the Opt Out Form(s) on the District’s website at [www.gbaps.org/parents/forms](http://www.gbaps.org/parents/forms). If you do not have internet access, you may also contact your child’s school office to request an Opt Out Form(s).

**Please note: You do not need to request or return any Opt-Out Forms unless you object to disclosure of any of the above information about your child.**

**If you object to having certain information disclosed about your child, please complete the appropriate form(s) and return to your child’s school no later than September 26, 2023.**

If you have any questions about your rights, please contact your child’s school or the District’s Legal Department at 920-448-2000.

# NOTICE OF DIRECTORY INFORMATION



Wisconsin Statute § 118.125 and the Family Educational Rights and Privacy Act (“FERPA”), a Federal law, require the Green Bay Area Public School District (“District”), with certain exceptions, to obtain your written permission prior to the sharing of personally identifiable information from your child’s education records. However, the District may share appropriately designated “directory information” or “directory data” without written consent, unless you have advised the District not to do so in accordance with Board of Education Policy 347 and Rule 347. The primary purpose of directory information is to allow the District to include information from your child’s educational records in certain school publications. Examples include:

- A program, showing your child’s role in a drama production;
- The annual yearbook and/or class group pictures;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members; or
- Posting of class lists prior to the start of the school year.

Directory information, which is information that is generally not considered by Wis. Stat. § 118.125 and FERPA as harmful or an invasion of privacy if released, can also be shared with outside organizations without a parent/guardian’s prior written permission. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal and state law require school districts to provide technical colleges, institutions of higher education and military recruiters, upon request, with the following information – names, addresses and telephone listings – unless a parent/guardian or eligible high school student (age 18 or over) have advised the District that they do not want their child’s information shared without their prior written consent, or federal or state law prohibits the sharing of such information (i.e., homeless student’s living arrangements are no longer deemed to be directory data information).

Unless an authorization to withhold directory data has been signed by the parent/guardian or eligible student (age 18 or over), directory data will be released as mandated by law and may otherwise be released by the District only when it pertains to District or school related groups, functions or purposes. Directory data will not be shared with any third party requester that is not a District or school group, who in the District’s judgment, makes the request for the purpose of soliciting District students or their parent/guardian.

If you do not want the District to share any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the District in writing within 14 days of receiving this notice. The District policy lists the following information as directory data:

- Student’s name;
- Address;
- Telephone listing (unless the number is unlisted);
- Date of birth;
- Major field of study;
- Participation in officially recognized activities and sports;
- Weights and heights of athletic team members;
- Dates of attendance;
- Photographs;
- Degrees and awards received; and
- The name of the school most recently previously attended by the student.

***If you have any further questions or concerns regarding this notice or the Opt Out Form, please contact the District’s Legal Department at 920-448-2000.***

*Updated 7/3/23*