



*Building Bright Futures*

## Students Opting Out of FERPA Directory Information

In accordance with the federal Family Educational Rights and Privacy Act (FERPA), Jeffco Public Schools defines **ONLY** the following student information as FERPA Directory Information:

- Student name
- School-based email address
- Participation in official activities and sports
- Weight and height of athletic team participants
- Dates of school attendance
- Grade level
- School enrollment status
- Honors and awards received
- Most recent schools attended
- Photographic, video or electronic images

Due to parent requests, Jeffco Public Schools created two categories of FERPA directory information for opt out purposes:

- Information above except for photos
- Photographic, video or electronic images

Parents or guardians may opt out of having Jeffco Public Schools release their student's directory information and/or photos in the following ways:

- **Jeffco Publications** include yearbook, graduation program, theatre playbill, athletic team roster, school's website, and other school and district publications.
- **Publication by Media** includes news media outside the district.
- **Publication by a 3<sup>rd</sup> Party Other than Media** includes information sent outside the district to entities such as community and parent organizations.

**A parent or guardian may not opt out of their student's information being used for educational purposes as defined by FERPA.**

To opt out of student directory information, parents and guardians must log on to Jeffco Connect, select their student, and check the appropriate box or boxes in the student's Agreements tab. Parents or guardians may choose not to release their student's information by checking the appropriate boxes.

Student  
Residence  
Contacts  
Enrollment  
Health  
Language  
Agreements  
Summary

Parents/guardians must opt out prior to or within 30 calendar days of the student's start of school in the current school year.  
Please [click here for more information](#) about Jeffco Directory Information and opt out choices.  
Place a checkmark (✓) in the appropriate box or boxes below to indicate your opt out decision(s).

**FERPA Opt Out of Publishing Jeffco Directory Information**

☐ Opt out of Jeffco publication  
☐ Opt out of publication by media  
☐ Opt out of publication by 3rd party other than media

**Opt out of student photo/video/electronic images**

☐ Opt out of Jeffco publication  
☐ Opt out of publication by media  
☐ Opt out of publication by 3rd party other than media

**Additional Opt Out**

☐ Decline District Parent Newsletter

Date Signed

To determine which students have opted out of directory information, schools should run the JPS Opt Out report with parameters based upon the situation. Two examples follow on the next page for use as reference.

Should you have questions or need assistance, please email Patty Spiegelberg at [pspiegel@jeffco.k12.co.us](mailto:pspiegel@jeffco.k12.co.us) or call (303) 982-6829 or email Fernice Burbank at [fburbank@jeffco.k12.co.us](mailto:fburbank@jeffco.k12.co.us) or call (303) 982-6719.

## JPS Student Opt Out Examples

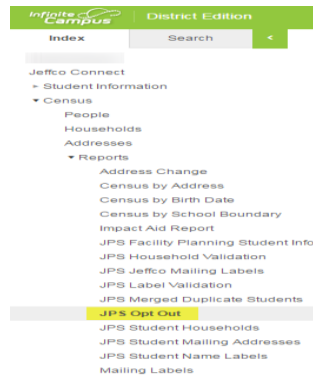
### OPT OUT OF PUBLICATIONS BY 3<sup>RD</sup> PARTY OTHER THAN MEDIA

A community organization of an elementary school is requesting names of 4th grade students enrolled at the school; however, you're not able to provide information about students who have opted out of "Directory Publications by a 3rd Party". Running the JPS Opt Out report by selecting Student Group: **Only Students opting out of Directory Publications by a 3<sup>rd</sup> Party** will identify those students so you can exclude them from the list you provide the community organization.

### OPT IN TO PHOTO/VIDEO/ELECTRONIC IMAGE PUBLICATIONS BY MEDIA

The local newspaper is coming to a special event taking place at a middle school. They plan to publish pictures of students so you'll need to ensure that only those students approved for "Photo/Video/Electronic Image Publications by Media" are photographed. Running the JPS Opt Out report by selecting Student Group: **Only Students for Photo/Video/Electronic Image Publications by Media** will identify students whose pictures may be published by the newspaper.

- Index>Census>Reports>JPS Opt Out



- Select the appropriate Student Number, School, or check the All Schools box
- Select the appropriate Grade Level(s), if desired
- Select the appropriate Student Group value
- Select the appropriate Sort Order value

**Report Parameter Selection: JPS Opt Out**

Report Purpose: Opt Out Report

Output: PDF (Landscape orientation) or Excel spreadsheet

Student Numbers:

School:  All Schools

Calendar:  15-16

Grade Levels:  G1, G2, G3, G4, G5, IT, KA, KS, PK

Student Group:  Only Students for Photo/Video/Electronic Image Publications by Media

Sort Order:  Grade / Student Name

Report Format:  PDF

- Run report



### Opt Out Report

7/15/2016

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Report:  
Directory Publications by 3rd Party - Opt Out = Yes

Stony Creek Elementary (8280)							
Student Name	Student Number	Grade	Start Date	Parent Name	Opt Date	Agreement	Opt Out Current
			8/17/2015		7/15/2016 2:57:57 PM	Directory Publications by 3rd Party	Yes X