

Baltimore City Public Schools (City Schools) takes student privacy very seriously. Sometimes we are asked to provide information about schools and students to organizations or individuals, and sometimes we share pictures of students, student work, and other information about school activities.

**If you DO NOT want information about your child (or about yourself, if you are a student 18 years of age or older\*) to be shared, please read this form, fill out the bottom, and return the signed form to your school.**

What information may be shared with outside groups?

City Schools may share “directory information” with outside organizations. A federal law (the Family Educational Rights and Privacy Act, or FERPA) defines this as information that is generally not considered an invasion of privacy to release. City Schools designates a student’s name, address, telephone number, current school name, photographic image, participation in activities and sports, height and weight (if on an athletic team), years in attendance at City Schools, grade level, major field of study, degrees, honors and awards received, and most recent educational institution attended prior to City Schools as directory information.

There are also two federal laws that require City Schools to provide military recruiters, upon request, with student names, addresses, and telephone numbers, unless parents/guardians (or you, if you are a student 18 years of age or older\*) have advised us that they do not want the information disclosed.

**If you DO NOT want your directory information released** to some or all outside organizations, you must fill out this form, sign it, and return it to your school. Unless you do so, City Schools may release this information without your written or oral consent, including to military recruiters.

\* If you are a current student, 18 years of age or older, do not live at home, and are not claimed as a dependent by your parent/guardian on his/her tax return, you are considered an “eligible student” and can fill out this form yourself.

What about information shared with TV or radio stations, newspapers, magazines, or other reporters?

Media outlets and reporters often report on students or school activities. In the course of their reporting, they may publish photographs of students, audio- or videorecordings of students, directory information, or creative work (e.g., drawings, performances, written work). Please keep in mind that these reports may appear on local or national publications, television, or radio stations, including the media outlets’ online and social media channels.

**If you DO NOT want your child to be involved in media coverage** (or yourself, if you are a student 18 years of age or older\*), you must fill out this form, sign it, and return it to your school.

How does City Schools itself share pictures, video, or other information about my child?

City Schools often shares stories with the public about student accomplishments and school activities—for example, on our website ([www.baltimorecityschools.org](http://www.baltimorecityschools.org)), TV station (Education Channel 77 on Comcast in Baltimore City), and social media (e.g., Instagram, Facebook, Twitter, and Vimeo), and similar vehicles produced in partnership with the Maryland Stadium Authority, City of Baltimore, and the Interagency Committee on School Construction for the 21st Century School Buildings Program. We also include pictures of students and examples of student work in publications (e.g., the Family Calendar, the Middle and High School Choice Guide) and promotional materials (e.g., fliers, brochures, and advertisements, which can include things like MTA bus placards or billboards).

**If you DO NOT want City Schools to include your child in reporting, publications, or other coverage** (or yourself, if you are a student 18 years of age or older\*), you must fill out this form, sign it, and return it to your school.

**Complete and return only if you DO NOT want information to be shared in some or all of the ways described on this form by September 30, 2019 or within two weeks of enrollment.**

Student’s name: \_\_\_\_\_

Student’s identification number (if known): \_\_\_\_\_

Current school and grade: \_\_\_\_\_

Parent/guardian’s name (*please print; leave blank if you are an eligible student*): \_\_\_\_\_

If you are signing as an eligible student, what is your date of birth? \_\_\_\_\_

As the parent/guardian of this student or as the eligible student,

***I do not allow City Schools to release my child’s (or, if you are an eligible student, my) directory information (check all that apply):***

- In City Schools materials (e.g., team rosters, performance programs or playbills, school or district websites, social media, etc.)
- To United States military recruiters
- To institutions of higher learning
- To the media
- To any organization of parents, teachers, students or former students; businesses; agencies; governmental or political offices; or any combination of these groups
- To anyone

***I do not allow City Schools or external media outlets (check all the apply):***

- To report on or use my child’s (or, if you are an eligible student, my) name, photo, audio-, or videorecording
- To publish, reproduce, or display my child’s (or, if you are an eligible student, my) intellectual property created during school-sponsored activities and/or learning experiences

Signature of parent, guardian or eligible student: \_\_\_\_\_

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