



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, name, address, phone, date/place of birth, participation in school-related activities and sports, weight and height of members of athletic teams, dates of attendance, names of parents, grade level.

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)**

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