

Intradistrict Communication

DATE: August 13, 2026

TO: School Administrators
Elementary Administrative Assistants
Secondary Attendance Secretaries
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent
Buddy Alger, Director, Student Services
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SUBJECT: Third Party Information Release Opt-Out

Parents (and students over the age of 18) have the right to opt-out of the release of their student's directory information to third parties. This right is communicated to parents annually in the FERPA, PPRA, and Directory Information notices in the online "Registration for Schools" process.

To opt-out, parents must provide a **written request** to the school principal within the first ten school days of the year. Parents (and students over the age of 18) should be encouraged to use the ["Request to Withhold Information" form](#). The request (whether on the form or by other written means) must be uploaded to the student's cumulative folder in Skyward. Once received and uploaded to the cumulative folder, the request is entered in Skyward on the Profile screen. The fields are located at the bottom of the screen (as shown below):

Distribute Student Demographic Information For ☐

Military: ☐ Higher Ed: ☐ Public: ☐ District: ☐ Local: ☐

The field meanings are as follows:

- Military: Allow release of information to military recruiters
- Higher Ed: Allow release of information to post-secondary institutions
- Public: Allow release of information to local media or public source (schools must still obtain permission before posting student images or information on social media, websites, or before participation in media interviews and stories)
- District: This field is not used and can remain "YES".
- Local: Allows use of information in items such as yearbooks, performance programs, and sports rosters.

Requests for opt-out must be processed promptly, as various agencies and entities are already submitting requests for information. The written request can be filed in the student's cumulative folder. When entered in Skyward, the opt-out will remain from year-to-year until the parent submits a request reauthorizing the release of information.

Parents may opt-out after the first ten days of the school year but should be informed that information may already have been released prior to their request.