



DIRECTORY AND MEDIA OPT-OUT FORMS

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ENGLISH:

All Schools

SPANISH:

All Schools

CMU Opt-Out Form (CMU schools only*):
GVSU Opt-Out Form (GVSU schools only*):

** School authorized by GVSU and CMU must have parents complete both the NHA form and the GVSU/CMU Form.*

The Family Educational Rights and Privacy Act (FERPA), and federal law, requires the Board of Directors, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without consent, unless you have advised the School to the contrary in accordance with its procedures. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Because the School and its educational service provider (ESP) maintain educational records or student directory information for any student attending the school, the law requires the School to disclose to you a list of uses or instances in which the School or its ESP may commonly disclose your student's directory information. In addition, the law gives you the opportunity to elect not to have your student's directory information disclosed for 1 or more of these uses or instances.

Directory information can include the following types of information:

- Student's name, address and telephone number;
- Names of student's parents;
- Student's date and place of birth;
- Student's class designation (i.e. 1st grade, 8th grade, etc.);
- Student's extra-curricular participation;
- Student's achievement awards or honors;
- Student's weight and height if a member of an athletic team;
- Student's photograph;
- Previous educational institutions attended by the student;
- Student's dates of attendance;
- Name of school student currently attends;
- Student's electronic mail address;
- Student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.
- Other information generally found in yearbooks.

The School and/or its ESP, National Heritage Academies (NHA), and/or the School commonly use student photos and videos for the purposes below. Except for photographs or video/audio recordings taken by the media, the School or NHA will own the photographs, video/audio, printed materials, and websites that include your child's image. The photographs and video/audio recording may be viewed by members of the general public.

- Parent and community outreach to promote the school, other NHA-managed schools, and NHA and its educational environment
- Photos/videos of classroom events and student presentations may be placed on the school website or social media, to include but not limited to Facebook, Instagram, YouTube, and Twitter, to enable you to experience your child's school activities
- Recruitment, training and development of teachers, staff and volunteers
- To keep school boards, authorizers, and other interested parties informed about the school and NHA

The school may disclose any of the above without prior written consent unless the school is notified to the contrary by you in writing.

How to Refuse Disclosure of Your Student's Directory Information:

Any parent or legal guardian (or student if 18 years of age or an emancipated minor) is entitled to separately refuse disclosure of student directory information noted above by completing the attached opt-out form or by sending a copy to to the School. If you have any questions regarding this policy, please contact the School.

DIRECTORY AND MEDIA OPT-OUT FORM

Student Name: _____

Items with a check or an "x" are to be removed by the School and/or its ESP from its list of uses for student directory information for the 2023-2024 school year:

- Remove all student directory information
- Remove the following specific items:
 - ___ Student's name, address and telephone number;
 - ___ Names of student's parents;
 - ___ Student's date and place of birth;
 - ___ Student's class designation (i.e. 1st grade, 8th grade, etc.);
 - ___ Student's extra-curricular participation;
 - ___ Student's achievement awards or honors;
 - ___ Student's weight and height if a member of an athletic team;
 - ___ Student's photograph;
 - ___ Previous educational institutions attended by the student;
 - ___ Student's dates of attendance;
 - ___ Name of school student currently attends;
 - ___ Student's electronic mail address;
 - ___ Student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.
 - ___ Other information generally found in yearbooks.
 - ___ Parent and community outreach to promote the school, other NHA-managed schools, and NHA and its educational environment
 - ___ Photos/videos of classroom events and student presentations may be placed on the school website or school Facebook page to enable you to experience your child's school activities
 - ___ Recruitment, training and development of teachers, staff and volunteers
 - ___ To keep school boards, authorizers, and other interested parties informed about the school and NHA
 - ___ No restrictions

Parent/Legal Guardian/Student Name: _____ Date: _____

Parent/Legal Guardian/Student Signature: _____

Participation Card (Optional Section):

By placing a check or an "x" in this box:

I hereby inform the School that I have a participation card issued by the department of the attorney general under the address confidentiality program act. I hereby request that the School use the following designated address as the address of record:

Address: _____ Phone: _____

City, State: _____ Zip: _____

To the extent I have chosen to provide our confidential address where we reside, it is for internal purposes only. The School and educational service provider shall use the designated address for all communications and external disclosures.

La Ley de Derechos Educativos y Privacidad de la Familia (FERPA por sus siglas en inglés), y la ley federal, requieren que la Mesa Directiva, con ciertas excepciones, obtenga su consentimiento por escrito antes de la divulgación de información de identificación personal de los registros educativos de su hijo(a). Sin embargo, la Escuela puede divulgar "información del directorio" designada de manera apropiada sin consentimiento, a menos que usted le haya informado a la Escuela lo contrario de acuerdo con sus procedimientos. "Información del directorio" significa información contenida en el expediente educativo de un estudiante que generalmente no se consideraría dañina o una invasión de la privacidad si se divulga. Debido a que la Escuela y su proveedor de servicios educativos (ESP por sus siglas en inglés) mantienen registros educativos o información del directorio de cualquier estudiante que asista a la Escuela, la ley requiere que la Escuela le revele una lista de usos o instancias en las que la Escuela o su ESP pueden divulgar comúnmente la información del directorio de su estudiante. Además, la ley le da la oportunidad de elegir no divulgar la información del directorio de su estudiante para 1 o más de estos usos o instancias.

La información del directorio puede incluir los siguientes tipos de información:

- Nombre, dirección y número de teléfono del estudiante;
- Nombres de los padres del estudiante;
- Fecha y lugar de nacimiento del estudiante;
- Designación de la clase del estudiante (es decir, 1er grado, 8º grado, etc.);
- Participación extracurricular del estudiante;
- Premios u honores por logros del estudiante;
- Peso y estatura del estudiante si es miembro de un equipo atlético;
- Fotografía del estudiante;
- Instituciones educativas a las que asistió el estudiante anteriormente;
- Fechas de asistencia de los estudiantes;
- Nombre de la escuela a la que asiste el estudiante actualmente;
- Dirección de correo electrónico del estudiante;
- Los proyectos de los estudiantes, las ilustraciones, las páginas web y las imágenes fotográficas o de video creadas por la escuela o los estudiantes junto con las actividades patrocinadas por la escuela pueden usarse para fines informativos y/o educativos, que incluyen, entre otros, la reproducción de video y audio, la publicación impresa y por Internet, y la transmisión de televisión por cable.
- Otra información que generalmente se encuentra en los anuarios.

La Escuela y/o su ESP, National Heritage Academies (NHA) y/o la Escuela comúnmente usan fotos y videos de los estudiantes para los propósitos a continuación. A excepción de las fotografías o grabaciones de video/audio tomadas por los medios de comunicación, la Escuela o NHA serán propietarias de las fotografías, el video/audio, los materiales impresos y los sitios web que incluyan la imagen de su hijo(a). Las fotografías y la grabación de video/audio pueden ser vistas por miembros del público en general.

- Los alcances a los padres y la comunidad para promover la escuela, otras escuelas administradas por NHA y NHA y su entorno educativo
- Las fotos/videos de los eventos en el aula y las presentaciones de los estudiantes se pueden colocar en el sitio web de la escuela o en las redes sociales, que incluyen, entre otros, Facebook, Instagram, YouTube y Twitter, con el fin de que pueda experimentar las actividades escolares de su hijo(a)
- Contratación, formación y desarrollo de docentes, personal y voluntarios
- Para mantener informadas a las juntas escolares, los organismos de autorización y otras partes interesadas sobre la escuela y NHA

La escuela puede divulgar cualquiera de la información antes declarada sin obtener permiso previo por escrito, a menos de que usted le notifique a la escuela de lo contrario por escrito.

Como Rechazar la Divulgación de Información del Directorio de Su Estudiante:

Cualquier padre o tutor legal (o estudiante si tiene 18 años de edad o es un menor emancipado) tiene derecho a rechazar por separado la divulgación de la información del directorio de estudiantes indicada anteriormente completando el formulario de exclusión adjunto o enviando una copia a la Escuela. Si tiene alguna pregunta sobre esta política, comuníquese con la Escuela por favor.

AUTORIZACIÓN DE DIRECTORIO Y FOTO/VIDEO

Nombre del Estudiante: _____

Los elementos con una paloma o una " x " deben ser eliminados por la Escuela y/o su ESP de su lista de usos para la información del directorio de estudiantes para el año escolar 2023-2024.

- Eliminar toda la información del directorio de estudiantes
- Eliminar los siguientes elementos específicos:
 - ___ Nombre, dirección y número de teléfono del estudiante;
 - ___ Nombres de los padres del estudiante;
 - ___ Fecha y lugar de nacimiento del estudiante;
 - ___ Designación de la clase del estudiante (es decir, 1er grado, 8º grado, etc.);
 - ___ Participación extracurricular del estudiante;
 - ___ Honores;
 - ___ Peso y estatura del estudiante si es miembro de un equipo atlético;
 - ___ Fotografía del estudiante;
 - ___ Instituciones educativas a las que asistió el estudiante anteriormente;
 - ___ Fechas de asistencia de los estudiantes;
 - ___ Nombre de la escuela a la que asiste el estudiante actualmente;
 - ___ Dirección de correo electrónico del estudiante;
 - ___ Los proyectos de los estudiantes, las ilustraciones, las páginas web y las imágenes fotográficas o de video creadas por la escuela o los estudiantes en conjunto con las actividades patrocinadas por la escuela pueden usarse para fines informativos y/o educativos, que incluyen, entre otros, la reproducción de video y audio, la publicación impresa y por Internet, y la transmisión de televisión por cable.
 - ___ Otra información que se encuentra generalmente en los anuarios.
 - ___ Los alcances a los padres y la comunidad para promover la escuela, otras escuelas administradas por NHA y NHA y su entorno educativo
 - ___ Se pueden colocar fotos/videos de eventos en el aula y presentaciones de estudiantes en el sitio web de la escuela o en la página de Facebook de la escuela para que pueda experimentar las actividades escolares de su hijo(a)
 - ___ Reclutamiento, capacitación y desarrollo de docentes, personal y voluntarios
 - ___ Para mantener informadas a las mesas directivas escolares, a los autorizadores y a otras partes interesadas sobre la escuela y NHA
 - ___ Sin restricciones

Nombre del Padre/Tutor Legal/ Estudiante: _____ Fecha: _____

Firma del Padre/Tutor Legal/Estudiante: _____

Tarjeta de Participación (Sección Opcional):

Al colocar una paloma o una " x " en esta casilla:

Por la presente, informo a la Escuela que tengo una tarjeta de participación emitida por el departamento del fiscal general bajo la ley del programa de confidencialidad de direcciones. Por la presente solicito que la Escuela use la siguiente dirección designada como la dirección de registro:

Dirección: _____ Teléfono: _____

Ciudad, Estado: _____ Código Postal: _____

En la medida en que he elegido proporcionar nuestra dirección confidencial donde residimos, es solo para fines internos. La Escuela y el proveedor de servicios educativos utilizarán la dirección designada para todas las comunicaciones y divulgaciones externas.



To: Parents/Legal Guardians of Students Attending a CMU Board of Trustees Authorized Public School Academy
From: The Governor John Engler Center for Charter Schools Central Michigan University (“Center”)
Re: List of Uses of Student Directory Information Policy/Opt Out Form for 2023-2024 school year
Dated: July 1, 2023

Section 1136(6) of the Revised School Code, MCL 380.1136(6), requires the Central Michigan University Board of Trustees, as a public school academy authorizing body, to prepare a list of uses or instances the University commonly discloses regarding a student’s directory information. “Directory information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Even though the University does not maintain student K-12 educational records or student directory information for any student attending the public school academies that the University Board authorizes, the law requires a public school academy’s authorizing body to disclose to you a list of uses or instances the University may commonly disclose your student’s directory information. In addition, the law gives you the opportunity to elect not to have your student’s directory information disclosed for 1 or more of these uses or instances.

List of Uses

The University does not maintain K-12 student directory information for public school academies that are authorized by University Board. From time to time, however, the University may receive student directory information from the schools that it authorizes. For example, the University may receive certain student directory information from your school and display that information on the Center’s website or in publicly available materials prepared by the Center about certain happenings, events and achievements at your school. Your school may also disclose directory information from the educational records of a student. Directory information can include the following types of information:

- Student’s name, address and telephone number;
- Names of student’s parents;
- Student’s date and place of birth;
- Student’s class designation (i.e. 1st grade, 8th grade, etc.);
- Student’s extra-curricular participation;
- Student’s achievement awards or honors;
- Student’s weight and height if a member of an athletic team;
- Student’s photograph;
- Previous educational institutions attended by the student;
- Student’s dates of attendance;
- Name of school student currently attends;
- Student’s electronic mail address;
- Student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.

Public school academies may disclose any of the above without prior written consent unless the school is notified to the contrary by you in writing. Each school maintains a list of student names whose parent/legal guardian (or the student if 18 years of age or an emancipated minor) has requested that disclosure be refused. The Center requests that each school authorized by the University Board review these lists and advise the Center of students that are excluded from directory information disclosures. Any student who is excluded from directory information disclosure at the school, will automatically be excluded by the Center.

How to Request Refusal of Your Student’s Directory Information

Any parent or legal guardian (or student if 18 years of age or an emancipated minor) is also entitled to separately refuse disclosure of student directory information noted above by sending the attached opt out form to The Center, EHS 200, Mt. Pleasant, MI 48859 or by electronic mail to: info@thecenterforcharters.org. If you have any questions regarding this policy, please contact the Center at 989-774-2100.



Opt out Form

I, _____, hereby request that the following directory information for [my son] [my daughter] [myself], _____, be removed by The Governor John Engler Center for Charter Schools at Central Michigan University from its list of uses for student directory information for the **2023-2024** school year:

All student directory information

The following specific items:

Signed on this _____ day of _____, **2023**.

Academy Name where student is enrolled: _____

Signature of Parent/ Guardian/ Student: _____

Name of Parent/ Guardian/ Student: _____

Return form (by September 15th) by electronic mail to: info@thecenterforcharters.org or The Governor John Engler Center for Charter Schools, EHS 200, Mt. Pleasant, MI 48859.



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 number, email address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, grade level, most recent previous school attended, photo, student ID number (that standing alone, can’t be used to access records).

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 opt-out is chosen, 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