



# BAY MILLS

COMMUNITY COLLEGE  
CHARTER SCHOOLS OFFICE

To: Parents and Legal Guardians of Students Attending A Bay Mills Community College Board of Trustee Authorized Public School Academy

From: Bay Mills Community College Charter Schools Office

Re: List of Uses of Student Directory Information Policy/ Opt Out Form for 2017-2018 school year

Dated: September 20, 2017

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Section 1136(6) of the Revised School Code, MCL 380.1136(6), requires Bay Mills Community College Board of Regents, as a public school academy authorizing body, to prepare a list of uses or instances the College 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 College does not maintain student educational records or student directory information for any student attending the public school academies that the College Board authorizes, the law requires a public school academy's authorizing body to disclose to you a list of uses or instances the College 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 College does not maintain student directory information for public school academies that are authorized by College Board. From time to time, however, the College may receive student directory information from the schools that it authorizes. For example, the College may receive certain student directory information from your school and display that information on the College's website or in publicly available materials prepared by the College's Charter Schools Office about certain happenings, events and achievements at your school. Your school may 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 College requests that each school authorized by the College Board review these lists and advise the College's Charter Schools Office 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 College.

#### How To Request Refusal of Your Student's Directory Information

Any parent or legal guardian (or the 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 College at 12214 West Lakeshore Drive, Brimley, Michigan 49715 or by electronic mail to: Megan Ringuette, [mringuette@bmcc.edu](mailto:mringuette@bmcc.edu).

If you have any questions regarding this policy, please contact the Bay Mills Community College Charter Schools Office at 906-248-8419.

**Opt out Form**

I, \_\_\_\_\_, hereby request that the following directory information for [my son] [my daughter] [myself], \_\_\_\_\_, be removed by Bay Mills Community College from its list of uses for student directory information for the 2017-2018 school year:

All student directory information

The following specific items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Signature of Parent/ Guardian/ Student: \_\_\_\_\_

Name of Parent/ Guardian/ Student: \_\_\_\_\_

Return form by electronic mail to: [mringuette@bmcc.edu](mailto:mringuette@bmcc.edu).