

DIRECTORY AND PHOTO/VIDEO AUTHORIZATION

Please use the links below to [View](#) (Ctrl+click).
To print the form, select the page range of the appropriate state/school-specific version.

English Version: [View](#)

Spanish Version: [View](#)

CMU Opt-Out Form (CMU schools only*): [View](#)

GVSU Opt-Out Form (GVSU schools only*): [View](#)

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



DIRECTORY AND PHOTO/VIDEO AUTHORIZATION

Please select one box in each section.

The **Family Educational Rights and Privacy Act of 1974 (FERPA)** protects the privacy of students' education records. However, FERPA allows the release of Directory Information about a student unless the student's parent(s)/guardian(s) inform the school in writing not to release such information. "**Directory Information**" includes information such as a student's name, address, telephone number, electronic mail 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, photograph, and student ID number that standing alone cannot be used to access educational records. The primary purpose of Directory Information is to allow the school to include this type of information in certain school publications such as a yearbook, newsletters, honor roll, student work achievement boards or other recognition lists, graduation programs, sports activity sheets or a student directory. Directory Information can also be disclosed to outside organizations, including but not limited to, the school's authorizer, local newspapers, or a yearbook provider, all in accordance with FERPA. Please refer to your Rights under FERPA under the Notifications Section in the school's Parent and Student Handbook. Please check one of the two boxes below:

- I allow the use of Directory Information as described above.
- Do not disclose Directory Information as described above. I understand that this will prevent my child's name from appearing in school publications such as school directories, yearbooks, and honor roll announcements.

In addition, we would like your permission to use photographs and video/audio of your child in printed materials, videos, websites, and presentations for one or more of the following purposes:

- Parent and community outreach to promote the school, other National Heritage Academies (NHA) managed schools, and NHA and its educational environment
- To enable you to experience your child's school activities, photos/videos of classroom events and student presentations may be placed on the school website or school Facebook page
- Recruitment, training and development of teachers, staff and volunteers
- To keep school boards, authorizers, and other interested parties informed about the school and NHA
- Members of the media may take photos or shoot live video footage

With the exception of photographs or video/audio recordings taken by the media, 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.

Please check one of the boxes below, fill in your child's name, sign below, and return to the school.

- I allow the publishing and use of photographs and/or video/audio recordings of my child(ren) as described above.
- Do not publish or use photographs or video/audio recordings of my child(ren) as described above.

The responses above are applicable to the following students (Please Print):

	Last	First	Middle	Grade	Teacher Name (if known)
(1)	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____
(4)	_____	_____	_____	_____	_____

Parent/Legal Guardian Signature: _____ Date: _____

AUTORIZACIÓN DE DIRECTORIO Y FOTOS/VIDEO

Por favor delecione una opción de cada sección.

El **Acto de Derechos Educativos y Privacidad para Familias de 1974 (FERPA por sus siglas en inglés)** protege la privacidad de los récords educativos de los estudiantes. Sin embargo, FERPA permite la publicación de la información de estudiantes contenida en el Directorio a menos de que los padres/tutores informen a la escuela por escrito que no desean publicar dicha información. **“La información del Directorio”** incluye el nombre del estudiante, dirección, teléfono, dirección de correo electrónica, lugar y fecha de nacimiento, participación en actividades oficiales reconocidas y deportes, peso y altura de los miembros de equipos deportivos, días de asistencia, honores y premios recibidos, grado escolar, la escuela a la que asistió más recientemente, fotografía y el número de identificación del estudiante el cual no puede ser usado para acceder a récords educativos. El propósito primario del Directorio es el de permitir a la escuela incluir este tipo de información en ciertas publicaciones escolares como el anuario, boletines, lista de honor, logros del trabajo estudiantil y otras listas de reconocimientos, programas de graduación, hojas de actividades deportivas o un directorio estudiantil. La información del Directorio puede también ser publicada a organizaciones fuera de la escuela que incluyen, pero no se limitan, a el autorizador de la escuela, periódicos locales o proveedores de anuarios, todos de acuerdo con FERPA. Por favor refiérase a sus derechos bajo el acto FERPA en la Sección de Notificaciones del Manual de Padres y Estudiantes. Por favor marque una de las siguientes opciones:

- Permiso el uso de Información del Directorio descrito anteriormente.
- No** publique Información del Directorio descrito anteriormente. Entiendo que esto prevendrá que el nombre de mi hijo aparezca en publicaciones escolares como directorios, anuarios y anuncios de la lista de honor.

Además, nos gustaría pedir su permiso para usar fotografías y video/audio de su hijo en materiales impresos, videos, sitios de Internet y presentaciones para uno o más de los siguientes propósitos:

- Para promover la escuela, otras escuelas manejadas por National Heritage Academies (**NHA**) y NHA y su movimiento educativo entre padres y la comunidad
- Para permitirle experimentar actividades de la escuela de sus hijos, fotografías/videos de eventos del salón de clases y de presentaciones de estudiantes que pueden ser publicados en el sitio de Internet o la página de Facebook de la escuela
- Para reclutamiento, entrenamiento y desarrollo de maestros, personal y voluntarios
- Para mantener informados a las mesas directivas, autorizadores de la escuela y otras partes interesadas acerca de la escuela y de NHA
- Miembros de medios de comunicación pueden tomar fotografía y video en vivo

Con excepción de fotografías y video/audio tomado por los medios de comunicación, NHA será dueño de las fotografías, video/audio, materiales impresos y sitios de Internet que incluyen la imagen de su hijo. Las fotografías, video/audio pueden ser vistas por miembros del público en general.

Por favor marque una de las siguientes opciones, llene el nombre de su hijo, firme y regrese a la escuela.

- Permiso la publicación y uso de fotografías y/o video/audio de mi hijo(s) como se describe anteriormente.
- No publique ni use fotografías y/o video/audio de mi hijo(s) como se describe anteriormente.

Las respuestas anteriores aplican a los siguientes estudiantes (Por favor llene con letra de molde):

Apellido	Nombre	2ª Inicial	Grado	Nombre del maestro (si lo sabe)
(1) _____	_____	_____	_____	_____
(2) _____	_____	_____	_____	_____
(3) _____	_____	_____	_____	_____
(4) _____	_____	_____	_____	_____

Firma del padre/tutor: _____ Fecha: _____



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 2019-2020 school year
Dated: August 6, 2019

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 2019-2020 school year:

All student directory information

The following specific items:

Signed on this _____ day of _____, 2019.

Signature of Parent/ Guardian/ Student: _____

Name of Parent/ Guardian/ Student: _____

Return form 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