



**NORTHERN MICHIGAN  
UNIVERSITY**

Charter Schools Office  
Whitman Hall  
Phone (906) 227-6600  
Fax (906) 227-6604

To: Parents and Legal Guardians of Students Attending A Northern Michigan University Board of Trustees Authorized Public School Academy

From: The Northern Michigan University Charter Schools Office (“CSO”)

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

Dated: October 3, 2017

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Section 1136(6) of the Revised School Code, MCL 380.1136(6), requires the Northern 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 CSO receives Names and Genders of all participants of the 6<sup>th</sup> Grade Young Wildcat Scholars campus-based program and provides that information to the University Housing department in order to assign dorm room roommates. A second example is the University may receive certain student directory information, such as pictures or videos of student participating in university-sponsored programs, from your school and display that information on the CSO’s website or in publicly available materials prepared by the CSO 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 CSO requests that each school authorized by the University Board review these lists and advise the CSO 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 CSO.

#### 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 NMU Charter Schools Office, 1401 Presque Isle Avenue, Marquette, Michigan 49855 or by electronic mail to: [kholder@nmu.edu](mailto:kholder@nmu.edu).

If you have any questions regarding this policy, please contact the CSO at (906) 227-6600.



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**Student Directory Information Opt Out Form**

I, \_\_\_\_\_, hereby request that the following directory information for [my son] [my daughter] [myself], \_\_\_\_\_, be removed by the Northern Michigan University Charter Schools Office 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 to NMU Charter Schools Office, 1401 Presque Isle Avenue, Marquette, Michigan 49855 or by electronic mail to: [kholder@nmu.edu](mailto:kholder@nmu.edu).