

Lewisville Independent School District

P. O. Box 217
Lewisville, Texas 75067

Dear Parent/Guardian,

Your student's school, along with the Lewisville ISD Department of Public Information and Community Relations, tries very hard to let the community know about all the wonderful things our students and teachers are doing. In order to send your child's photo or name to newspapers or television news stations, post it on district/campus or education related websites, or use it in campus yearbooks, we must have your written permission. The Directory Information/Media Release Form allows us to publish your student's full name, photo, grade and any awards or honors he/she receives.

If the student is on a school athletic team, we may release weight and height. For certain awards, dates of attendance as well as the last school they attended may be released. (Such as, they have attended Lewisville schools since 7th-grade and came to us from Plano ISD.)

We will not release your phone number, email address, student's social security number or student identification number as directory information.

We ask you check "YES" on Part 1, Release of Directory Information for School-Sponsored Purposes, of the attached Directory Information/Media Release Form.

This allows us to release your child's name, photo or video for school publicity purposes such as yearbook, recognition of activities, district/campus or education related websites, and media.

In Part 2 of the form, you may make a separate election related to release of student directory information for non-school-sponsored purposes, including to third-party vendors.

Because federal law requires districts to provide the military or institutions of higher education, student information upon request, parents who do not want their student's information disclosed to military and/or college recruiters must indicate "No" On Part 3 of the form.

In the case parents fail to return or complete the Directory Information/Media Release Form, Lewisville ISD will assume the parents consent for release of a student's directory information to be released ONLY for school-sponsored purposes.

Thank you for taking time to complete all sections of the Directory Information/Media Release Form and allowing us to tell the world about your wonderful student. The elections submitted on this form will remain in effect for your student until such time as you submit a new form indicating a change in preferences. Please note a change can be submitted at any time, including at the beginning of each school year or at any time during the school year. If you have any questions, please contact your student's campus.

Sincerely,

Lewisville ISD Leadership

Directory information/media release form | page 1

For Parents or Eligible Students (18 years of age or older)

FAILURE TO RESPOND If parents fail to complete or return this form, the District will assume the parent(s) or guardian(s) consent to release of a student's directory information.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Lewisville ISD to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing within the first 10 days of instruction at the beginning of each school year, or within the first 10 days of enrollment of a new student.

Additional information on your rights

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lewisville ISD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lewisville ISD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow Lewisville ISD to include this type of information from your child's education records in certain school publications. Examples include a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings

or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone numbers – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Lewisville ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by within the first 10 days of instruction at the beginning of each school year, or within the first 10 days of enrollment of a new student. The privacy and disclosure elections submitted on this form will remain in effect for your student until such time as you submit a new form indicating a change in your privacy and disclosure preferences. Please note that a change can be submitted at any time, including at the beginning of each school year, or at any time during the school year.

PART

1

Part 1: Release of Directory Information for School-Sponsored Purposes

Lewisville ISD has designated the following as directory information for school-sponsored purposes: student name, address, photo, honors and awards, dates of attendance, grade level, most recent school previously attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

YES, I do want my student's directory information released for limited school-sponsored purposes such as student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to media, district/campus and education related websites, district/campus and education-related video and audio, district/campus and education-related publications.

NO, I do not want my student's directory information released to ANY third party, even for limited school-sponsored purposes such as student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to media, district/campus and education-related websites, district/campus and education-related video and audio, district/campus and education related publications. I understand that this means my student's information will not be included in publicity about his/her achievements and will not be included in the yearbook and other such publications.

PART

2

Part 2: Release of Directory Information for All Other (Non-School-Sponsored) Purposes

Includes third party vendors, any organization or person not affiliated with Lewisville ISD. Lewisville ISD has designated the following as directory information for all other purposes: student name, honors and awards, and participation in officially recognized activities and sports.

NO, I do not want my student's directory information released for all other (non-school-sponsored) purposes.

Secondary Students Only (Grades 7-12)

Federal Law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

NO, do not release my child's name, address, and telephone number to military recruiters or an institution of higher education.

Parent authorization

2012-2013

I acknowledge by my signature below that I have read this document and indicated my wishes on each separate part.

Student Name | Grade | School

Parent/Guardian Signature, or student signature if student is 18 years of age or older (eligible student) | Date

LISD Parent/Student Acknowledgement Form

PART
1

Part 1: Release of Student Information Via Email
Teachers will not be able to specifically communicate with you via email or fax regarding your child's school progress without this form.

_____ **YES, my student's information may be sent via email.** I understand that the transmittal of this material may not be available by secure methods and may be capable of observation, interception or monitoring by others. Because of the non-secure nature of electronic communication, teachers will not communicate with you via email or fax unless you have granted your permission for such communication to occur. Further, I understand Lewisville ISD cannot guarantee that only the email address provided will receive the records. I request that student record information including: conduct, discipline, attendance, academic performance, behavior and response to parental concerns and requests for information. I request that student record information be sent to:

_____ @ _____
PLEASE PRINT CLEARLY

_____ **NO, my student's information including: conduct, discipline, attendance, academic performance, behavior and response to parental concerns and requests for information may not be sent via email.**

I acknowledge by my signature below that I have read the section and indicated my wishes regarding the release of my student's information via above.

_____|_____|_____
Student Name | Grade | School

_____|_____
Parent/Guardian Signature | Date

PART
2

Part 2: Receipt of Student Handbook
I acknowledge that I have read and discussed the campus Student Handbook with my child.

_____|_____
Parent/guardian name – please print | Home phone

_____|_____|_____
Street address | City | ZIP

_____|_____
Parent/Guardian Signature | Date

I acknowledge that I have read and discussed the campus Student Handbook with my parent/guardian.

_____|_____
Student Signature | Date