

**Christ the King Catholic School**  
***Consent to Withhold Release of Information***

To: All Parents

School Year 2019-2020

Under the provisions of the Family Educational Rights and Privacy Act of 1974, and as amended, you have the right to withhold the release of any or all of the information listed below. These items listed below may be released for any purpose with your consent at the discretion of Christ the King Catholic School.

If you choose to have withheld any of the following information, a copy of this document must be on file. If this form is not received in the Christ the King Catholic School office prior to August 1, it will be assumed that the information may be released for the 2017/2018 school year. A new form for non-release must be completed each year.

***Please be advised that Christ the King Catholic School does not provide nor sell student information to corporate vendors.***

***Please consider very carefully your decision to withhold any item listed. Should you decide to inform Christ the King Catholic School not to release any or all of the items listed below, any future requests for such information from individuals or entities not affiliated with Christ the King Catholic School will be refused.***

Please return this form to the following address **ONLY** if you chose any item to be withheld.

School name: Christ the King Catholic School  
School address: P. O. Drawer 1890  
City: Daphne, AL 36526

Please check below if you choose to have **withheld**:

\_\_\_\_\_ Name and address of the student for the publication of the Student Directory.

\_\_\_\_\_ Phone number for the publication of the Student Directory.

\_\_\_\_\_ Email address for the publication of the Student Directory.

\_\_\_\_\_ Photographs/video tape of student for the purpose of publicity materials, statistical data of officially recognized activities and sports, awards, scholarships and other honors released to the media and/or for use in the school yearbook

Parent's Name: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Rights Under FERPA*  
**For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and student over 18 years of age (“eligible students”) certain rights with respect to students’ education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education record that the parent or eligible student believes inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student on the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901