



# Request to Restrict Privacy Information

Federal and State laws prohibit Cincinnati Public Schools from publicly releasing information about our students, except for designated "directory information." **CPS limits directory information to a student's name, participation in officially recognized activities and sports, and awards received.** CPS releases this information in order to highlight the accomplishments of our students. The law requires the district to release directory information to any member of the media or public requesting it.

Parents, legal guardians or students aged 18 and over may refuse to allow CPS to release directory information. **Please indicate if you wish to restrict CPS from releasing directory information on the student named below by checking the appropriate box and returning this form to your child's school by September 15, 2009.**

Because CPS values the security and privacy of our students, the district will not release the following information: address, telephone listing, major fields of study, date and place of birth, dates of attendance, and date of graduation.

Federal law permits parents/guardians to review and request corrections to their children's educational records. Students aged 18 and over may review or request a correction to their own records. Please contact the principal at your child's school with any questions regarding records, or to make an appointment to review or request a correction to records.

**General Public Release: (including to media, potential employers, colleges and universities, etc.):**

- CPS **may not** release directory information about my child (name, participation in officially recognized activities and sports, and awards received).

**Military Recruiters:**

CPS must release the names, addresses and telephone numbers of secondary students to military recruiters under federal law, unless the parent/ legal guardian (or student aged 18 and over) specifically objects.

- CPS **may not** release my child's name, address and phone number to military recruiters.

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_  
Month/Day/Year

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Please check one:

- I am the student, and I am 18 years of age or older.
- I am the parent, guardian, or custodian of the student, and the student is under 18 years of age.

Name (Please Print): \_\_\_\_\_

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

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Student records may be routinely shared among CPS staff with a legitimate interest in the education of a student. A CPS official is a person employed by CPS or a person CPS determines has a legitimate educational interest in a record. A person has a legitimate educational interest if there is a need to review a record in order to fulfill his or her professional responsibility.

Parents/guardians and/or eligible students who believe their rights under the Federal Education Rights and Privacy Act (FERPA) have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605, [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco).

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail address: [FERPA@ED.Gov](mailto:FERPA@ED.Gov).