



## Request to Restrict Privacy Information and Photos/Video

Federal and Ohio laws prohibit Cincinnati Public Schools (CPS) from publicly releasing student information, photos and video/audio without authorization, except for designated "Directory Information." Under Ohio public records law, CPS is required upon request to provide the Directory Information to any member of the public who requests it. Per **Board Policy No. 8330**, CPS defines Directory Information as the following:

A student's name, school, grade level, parent-guardian's name, home address, telephone number, email address, participation in officially recognized activities and sports, and awards received

CPS' primary purpose for releasing Directory Information is to highlight student accomplishments. Sometimes, the district and/or school takes photos and captures video/audio that may be placed on the district's websites, social media channels, approved publications and/or may appear within a broadcast media news story.

**If you agree** that CPS may release your child's Directory Information, photos, video/audio, **you do not need to return this form** and no further action is needed. If do not want CPS to release directory information, photos, video/audio or to military recruiters, please check the applicable boxes below.

### Directory and General Public Release

Parents, legal guardians, or students aged 18 and older may refuse to allow CPS to release Directory Information by checking the box returning this form to the school by the end of September.

CPS **may not** release Directory Information about my child.

### Media Release

Parents, legal guardians, or students aged 18 and older may refuse to allow CPS to release photos and video/audio that features students on the district's websites, social media channels, and publications or may appear on broadcast news. Opting-out does not cover events or performances that are open to the public.

CPS **may not** release photos and/or video/audio of my child.

### Military Recruiters:

Per federal law, CPS must release the names, addresses and telephone numbers of high school students to military recruiters, 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 Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_ Home Room: \_\_\_\_\_

Please  I am the student, and I am 18 years of age or older.

check one:  I am the parent or legal guardian of the student and the student is under 18 years of age.

Parent/Guardian Name (Please Print): \_\_\_\_\_

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

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.

<https://studentprivacy.ed.gov/file-a-complaint>. Informal inquiries may be sent to the Family Policy Compliance Office via email: [FERPA@ed.gov](mailto:FERPA@ed.gov).

**Reviewed 6/28/2023**