



2017-18 Directory Information Notice & Opt Out Form for the National Student Clearinghouse

According to the Family Educational Rights and Privacy Act (FERPA), a federal law, the New York City Department of Education (DOE) cannot give out any information that identifies a student without consent. Certain information, however, is called “directory information” and may be shared in some cases. **The NYC DOE shares “directory information” with the National Student Clearinghouse. The directory information to be shared consists of the names and birth dates of students who started 9th grade in 2017-18, in addition to all students who attended DOE high schools from 2002-2017.**

The National Student Clearinghouse has data on where students go to college and what types of degrees they receive from more than 3,600 colleges and universities. The National Student Clearinghouse uses directory information from the NYC DOE to identify former NYC DOE students and to give information to the NYC DOE about where these students went to college, when they went to college, their graduation dates, and what types of degrees they received. The NYC DOE uses this information from the National Student Clearinghouse to help understand and improve students’ college readiness and success.

How to Opt Out of Sharing Directory Information with the National Student Clearinghouse

The NYC DOE will give your student’s directory information to the National Student Clearinghouse, including name, grade level, and birth date, unless you tell the NYC DOE not to do so. You can tell the NYC DOE not to give your student’s directory information to the National Student Clearinghouse by doing the following:

1. If you allow the NYC DOE to share this directory information, you do not need to do anything.
2. **If you want to “opt-out” of release** (that is, if you **do not** want to have this directory information shared), complete this form **no later than Wednesday, February 28, 2018** and submit it to the principal of your child’s school. If you have more than one child in the NYC DOE school system, you must submit one form for each student.
3. A student age 18 or older who does not want to have this directory information released must complete and sign the form himself or herself. Under FERPA, a parent or guardian’s signature will not work.
4. If you submit this form, this directory information will not be released unless you cancel your opt out. If you want to cancel an opt out, you must write to the principal of your or your child(ren)’s school(s) saying so.

Copies of this notice and form are available at your or your child’s school, and may be accessed online at <http://schools.nyc.gov/RulesPolicies/default.htm>. Please contact the school if you have any questions about this form, or the efforts of your school to prepare you or your child for college and careers.

*Please complete and sign here **only if you want to opt out** of release of information to the National Student Clearinghouse:*

- I am the student listed below, and am age 18 or over. I do NOT want my name, grade level and birth date released to the National Student Clearinghouse.
- I am the parent/guardian of the student listed below, who is under age 18. I do NOT want my child’s name, grade level and birth date released to the National Student Clearinghouse.

Parent/guardian signature if student is under age 18

Student signature if student is age 18 or older

Student Name:	OSIS #:	Grade:	Date of Birth (MM/DD/YYYY)
Parent/Guardian Name:	Name of School (and Borough):		