



To High School Students and Families:

Your school, with support from the New York City Department of Education (DOE), is working to provide students with a rich, engaging, and rigorous education that prepares them for college or a career when they graduate. That preparation begins early in required coursework and involvement in your school community. We continue to strengthen supports for students and families, as well as principals, teachers, counselors, and college advisors so that the work in classrooms every day produces meaningful growth in student learning and prepares students to make successful transitions after graduation.

As we work toward the goals of college and career success, we understand the need to help students, families, and schools understand the progress they are making. Toward that end, we are working to address two critical needs:

- 1) Helping students and families applying to college complete the **Free Application for Federal Student Aid (FAFSA)**, which is required to receive many forms of financial aid to pay for college.
- 2) Helping schools understand information about their high school graduates' college success so teachers and principals can better align the high school program with expectations for college readiness.

To accomplish these goals, the DOE is working together with the U.S. Department of Education and the National Student Clearinghouse (NSC), which provides information on high school graduates' college performance. In order for the DOE to collect data and information on FAFSA completion and college enrollment from the U.S. Department of Education and the NSC, the DOE will be sharing names, addresses, grade levels and dates of birth of students. For the DOE to do this, federal law regarding student privacy requires us to provide you with notice and an opportunity for you to instruct the DOE not to release this information.

We are therefore providing the attached "opt out" forms for families who do not want to share student information. Only students and families that wish to exercise that right to opt out need to complete the form. If you completed an opt out last year concerning these designations, your opt-out remains effective and there is no need to resubmit this form. If you did not previously complete the opt out form and wish to do so now, please read the attached opt out form, and if you do not want information released about you (if you are an adult) or about your child or children (if they are under age 18), please complete it as indicated.

While the DOE believes that using this information to support student transitions is worthwhile, we understand that in doing so we must respect individual student privacy.

If you have any questions about the attached forms, or the efforts of you or your child's school to prepare you or your child for college and careers, you may contact the school for additional information.

Thank you,

New York City Department of Education

2011-2012 DIRECTORY INFORMATION NOTICE AND OPT OUT FORM FOR THE US DOE FAFSA COMPLETION PROJECT AND NATIONAL STUDENT CLEARINGHOUSE

A Federal law called the Family Educational Rights and Privacy Act ("FERPA") prohibits the New York City Department of Education ("NYC DOE") from releasing personally identifiable information contained in a student's educational record without the consent of the parent (if the student is under the age of 18) or of the student (if the student is over the age of 18). However, an exception in FERPA to this prohibition allows the NYC DOE to designate certain types of personal information about you and/or your children as "directory information" and to release it unless you have specifically instructed the NYC DOE not to do so in accordance with the procedures set forth below. "Directory information" is defined in FERPA as information that is generally not considered harmful or an invasion of privacy if released. It includes the names of students, their grade level, their dates of birth and their home addresses, as well as other categories of information that are not the subject of this notice.

Effective Tuesday, November 1, 2011, the NYC DOE designates certain categories of information as "directory information" for each of the limited purposes described below in Designations #1 and #2.

If you wish to stop the NYC DOE from releasing directory information as described in this notice about you or your children, you must complete the opt out form below no later than Friday, December 2, 2011 and submit it to the principal of your or your child's school, or if you are submitting on behalf of more than one child, to the principal of each child's school. If you do not wish to opt out, there is no need for you to fill out the opt out form or to take further action. You must submit one opt out form for each student. Under FERPA, students age 18 or above have the right to prohibit release of directory information, and completion of the opt out form by a parent or guardian will be ineffective. Copies of this notice and opt out form are available at your or your child's school, or may be accessed at <http://schools.nyc.gov/RulesPolicies/default.htm>. Any request you make to prohibit release of directory information with respect to Designations 1 and 2 below will remain in effect for a particular opt out unless you specifically revoke it. Therefore, if you completed an opt out last year concerning these designations, your opt-out remains effective and there is no need to resubmit this form. If you later wish to revoke an opt out, you must do so in writing to the principal of your or your child's school, or if you are revoking an opt out on behalf of more than one child, to the principal of each child's school.

Designation #1 – The FAFSA Completion Project

In 2010, the US DOE launched the FAFSA Completion Project (the "Project"). The Project will help the NYC DOE assist students and families in completing Free Applications for Federal Student Aid (FAFSA), and also in improving student access to financial aid for their postsecondary education. **To continue participation in the FAFSA Completion Project, the NYC DOE designates the names, addresses and dates of birth of 2011-2012 NYC DOE students in grades 9 through 12 as directory information for the limited purpose of disclosing this information to the US DOE.** The US DOE, in turn, will inform the NYC DOE whether NYC DOE students submitted a FAFSA, on what date it was submitted, and if the initial submission was complete.

Please complete and sign below if you wish to opt out of release of information to the US DOE for the FAFSA Completion Project. If you do not wish to opt out, there is no need for you to take further action.

- I am the student listed below, and am age 18 or over. I do NOT want my name, address and date of birth released to US DOE for the FAFSA Completion Project.
- I am the parent or guardian of the student listed below, who is under age 18. I do NOT want my child's name, address and date of birth released to US DOE for the FAFSA Completion Project.

FORM CONTINUES ON THE NEXT PAGE

Designation #2 – National Student Clearinghouse

The National Student Clearinghouse (the “NSC”) is a non-profit organization that will provide college enrollment and graduation information to the NYC DOE. This information will help schools understand and improve students’ college readiness and success, and will be used by NYC DOE for research purposes. **The NYC DOE designates student names, grade levels (for example, ninth grade) and dates of birth of students entering 9th grade, together with NYC DOE students for the years 1998-2011, as directory information for the limited purpose of disclosing this information to the NSC.** The NSC, in turn, will give the NYC DOE information on NYC DOE students who enrolled in a higher educational institution. This information includes where the student entered college, the state where the college is located, dates enrolled, graduation date (if applicable) and degree earned (if applicable).

***Please complete and sign below if you wish to opt out of release of information to the NSC
If you do not wish to opt out, there is no need for you to take further action.***

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

Parent/guardian signature if student is under age 18

Student signature if student is age 18 or above

PLEASE COMPLETE IN FULL IF YOU HAVE MADE ANY OF THE ABOVE OPT OUTS:

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

FOR 2011-2012 STUDENTS: RETURN THIS ENTIRE FORM TO YOUR OR YOUR CHILD’S SCHOOL