



Request to Restrict Privacy Information

Federal and Ohio laws prohibit Cincinnati Public Schools (CPS) from publicly releasing information about our students, except for designated "Directory Information." 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.**

A primary purpose of releasing Directory Information is to allow CPS to highlight students' accomplishments in school publications. Under Ohio public records law, CPS is required upon request to provide the above information to any member of the public who requests it. **If you agree that CPS may release the above information, you do not need to return this form and no further action is needed.**

To tell CPS to keep your child's Directory Information private: Parents, legal guardians or students aged 18 and older may tell CPS to keep this information private by checking the box, or boxes below, and returning this form to school by the end of the second full week in September.

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

- CPS may not release Directory Information about my child.

Military Recruiters:

CPS must release the names, addresses and telephone numbers of high school 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: _____

Student's Birth Date: _____
Month / Day / Year

School: _____ Grade: _____ Home Room: _____

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: _____

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.
Informal inquiries may be sent to the Family Policy Compliance Office via e-mail: FERPA@ed.gov