

Directory Information Opt-Out, Media Opt-Out, and Student Work/Intellectual Property Opt-Out (2025-26)

BALTIMORE CITY
PUBLIC SCHOOLS

Baltimore City Public Schools ("City Schools") takes student privacy very seriously. Sometimes we are asked to provide information about schools and students to organizations or individuals, and sometimes we share pictures of students, student work, and other information about school activities.

If you DO NOT want information about your child (or about yourself, if you are an eligible student*) to be shared, please read this form, fill out the bottom, and return the signed form to your school. At the start of the school year, you can also complete this form as part of City Schools' [Annual Student Verification](#) ("ASV") process. Please see the [Family Guide](#) and [City Schools website](#) for more information about opting out and student and family rights under FERPA and the Protection of Pupil Rights Amendment.

What information may be shared with outside groups?

City Schools may share "directory information" with outside organizations. A federal law (the Family Educational Rights and Privacy Act, or FERPA) defines this as information that is generally not considered an invasion of privacy to release. City Schools designates as directory information a student's name, address, email address, and telephone number; their parent/guardian's name, address, email address, and telephone number; date of birth; photographic image; participation in activities and sports; height and weight (if on an athletic team); dates of enrollment; enrollment status; grade level; most recent school attended; major field of study degrees, and honors and awards received (including honor roll); and most recent educational institution attended prior to City Schools.

There are also two federal laws that require City Schools to provide military recruiters, upon request, with student names, addresses, email addresses, and telephone numbers, unless parents/guardians (or you, if you are an eligible student*) have opted out of sharing this information.

If you DO NOT want City Schools to share your child's directory information, you must check the box(es) below to indicate which organization(s) you do not want City Schools to share your child's directory information with. This form must be signed and returned to your child's school, or completed as part of the [ASV process](#) at the start of the school year. Unless you do so, City Schools may release this information without your written or oral consent, including to military recruiters.

*If you are a current student who is 18 years of age or older, you are considered an "eligible student" and can fill out this form yourself.

What about information shared with TV or radio stations, newspapers, magazines, or other reporters?

Media outlets and reporters often report on students or school activities. As part of their reporting, they may publish photographs of students, audio or video recordings of students, directory information, creative work (e.g., drawings, performances, written work), or other intellectual property. Please keep in mind that these reports may appear on local or national publications, television, or radio stations, including the media outlet's online and social media channels. For more information see [Board Policy EGAD](#) (Intellectual Property) and the accompanying administrative regulation.

If you DO NOT want your child to be involved in media coverage (or yourself, if you are an eligible student*), you must fill out this form, sign it, and return it to your school, or complete this form as part of the [ASV](#) process at the start of the school year.

How does City Schools itself share pictures, video, or other information about my child?

City Schools often shares stories with the public about student accomplishments and school activities—for example, on school and district websites ([baltimorecityschools.org](#)), the City Schools TV station (Education Channel 77 on Comcast in Baltimore City), school and district social media (e.g., Instagram, Facebook, Twitter, and YouTube), and similar communications produced in partnership with the Maryland Stadium Authority, City of Baltimore, and the Interagency Committee on School Construction for the 21st Century School Buildings Program. We also include pictures of students and examples of student work in publications (e.g., the Family Calendar, the Middle and High School Choice Guide) and promotional materials (e.g., flyers, brochures, and advertisements, which can include things like MTA bus placards or billboards).

If you DO NOT want City Schools to include your child in reporting, publications, or other coverage (or yourself, if you are an eligible student*), you must fill out this form, sign it, and return it to your school, or complete this form as part of the [ASV process](#) at the beginning of the school year.

REQUEST TO OPT-OUT OF ONLINE CLASSROOM RECORDINGS

Teachers may also record virtual lessons for future viewing by students in the same class. If you do not want your student's image and voice captured in such recordings, please indicate below.

Choose ONE of the following categories:

My child will NOT participate in recorded live classroom sessions, but will participate via audio.
 My child will NOT participate via video or audio in live classroom sessions that are being recorded.

You should complete and return this form only if you DO NOT want information to be shared in some or all of the ways described. While forms may be submitted at any time of year, providing this information through City Schools' [ASV process](#) by September 30, 2025 will facilitate efficient processing and implementation.

Student's Name:

Student's identification number (if known):

Current school and grade:

Parent/guardian's name (please print; leave blank if you are an eligible student):

If you are signing as an eligible student, what is your date of birth?

As the parent/guardian of this student or as the eligible student, I do not allow City Schools to share my child's (or, if you are an eligible student, my) directory information (check all that apply):

- In City Schools materials (e.g., team rosters, performance programs or playbills, school or district websites, social media, etc.)
- To United States military recruiters
- To institutions of higher learning
- To the media
- To any organization of parents, teachers, students or former students; businesses; agencies; governmental or political offices; or any combination of these groups
- To anyone (check this box if you don't want to share directory information with any of the groups listed above)

I do not allow City Schools or external media outlets (check all that apply):

- To report on or use my child's (or, if you are an eligible student, my) name, photo, audio, or video recording
- To publish, reproduce, or display my child's (or, if you are an eligible student, my) work product and intellectual property created during school-sponsored activities and/or learning experiences

Signature of parent, guardian or eligible student:

Date:

Annual Notification of Your Rights under FERPA

Baltimore City Public Schools takes student privacy very seriously, and we will not release or disclose any student information unless required by law. As a parent/guardian of a City Schools student, you have certain rights regarding your child's education records under the Family Educational Rights and Privacy Act (FERPA), applicable federal regulations, and the Code of Maryland Regulations (COMAR) 13A.08.02. These rights are summarized below and described in more detail in City Schools Administrative Regulation [JRA-RA](#) (Procedures for the Maintenance and Release of Student Records) and the annual [Family Guide](#).

- 1. Review of Student Records.** You have the right to inspect and review your child's education records no later than 45 days after the school receives your written request. It is the goal of City Schools that schools should comply, whenever practicable, within 10 days after receiving a written request and prior to any hearing relating to the identification, evaluation, or placement of the student. The school will make arrangements for access and notify you of the time and place where your child's records may be inspected. The principal/designee will be present during this review.
- 2. Amendment of Student Records.** If you believe your child's records are inaccurate, misleading, or in violation of your child's privacy rights, you have the right to make a written request for the school to amend the records. Administrative Regulation [JRA-RA](#) outlines procedures for addressing these requests including hearings, as appropriate.
- 3. Disclosure of Student Records.** You have the right to provide written consent before City Schools discloses personally identifiable information from your child's education records, unless federal law or state law specifically authorizes disclosure without consent.
 - Under certain circumstances, City Schools is authorized to release directory information that is generally not considered an invasion of privacy to release. City Schools designates the following pieces of information as directory information: a student's name, address, email address, and telephone number; parent/guardian's name, address, email address, and telephone number; student's date of birth; major field of study; grade level; participation in officially recognized activities and sports; degrees and awards received (including honor roll); most recent school attended; enrollment status; dates of school enrollment; photographic image, or other likeness; the weight and height of members of athletic teams; and the most recent educational institution attended prior to City Schools. Parents/guardians may opt out of the release of directory information through [the Annual Student Verification process](#) at the beginning of the school year or by completing City Schools' Media Opt-Out Form.
 - In addition, please note that consent is not required for disclosures to school officials with legitimate educational interests,** including administrators, teachers, or other support staff members (including health or medical staff and School Police personnel) or a person serving on the Baltimore City Board of School Commissioners. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which City Schools would otherwise use its own employees and who is under the direct control of City Schools with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, vendor, nurse, or therapist); or a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
 - Upon request, City Schools also discloses education records without consent to officials of other schools, school districts, or institutions of postsecondary education, if the disclosure is for purposes of the student's enrollment in or transfer to that school, school district, or institution of postsecondary education.
 - City Schools may lawfully disclose personally identifiable information from student records, without your prior written consent, for other reasons authorized by FERPA, including to specified governmental agencies, for approved research projects, in compliance with a judicial order or a lawfully issued subpoena, or in a health or safety emergency.
 - Additional information may be found in Administrative Regulation [JRA-RA](#), on the [City Schools website](#), and at your local school.

- 4. Complaint to the U.S. Department of Education.** If you believe your rights under FERPA have been violated and efforts to resolve the situation through City Schools appeals channels have not proved satisfactory, you have the right to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 or call 1-800-USA-LEARN (1-800-872-5327).

* Rights of Eligible Students. If you are a current student who is 18 years of age or older, you are considered an "eligible student" and can fill out this form yourself. City Schools is still authorized to provide educational records to parents/guardians if an eligible student remains a dependent of the parent/guardian, or under other circumstances set forth in 34 C.F.R. 99.5.

** School officials have a legitimate educational interest if the officials need to review an education record in order to fulfill their professional responsibility.

*Baltimore City Public Schools does not discriminate in its employment, programs, and activities, based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations, as outlined in Board Policies [JBA](#), [JBB](#), [JICK](#), [ACA](#), [ACB](#), and [ACD](#).
[Link to Full Nondiscrimination Notice.](#)*