

# **Instructions and Information on Using the Student Privacy Protection Opt-Out Request**

THE OPT OUT FORM MUST BE SUBMITTED EVERY YEAR

1. Fill the form out to indicate that you do not allow your child to take any tests, surveys or assessments or participate in any assignments, projects, analyses evaluations or surveys not limited solely to proficiency in core academic subjects. Submitting this form for each enrolled child will help protect your child's and your family's privacy.
2. You should print out or make two (2) copies of the completed form. Make sure that both copies are signed and dated in **ink**.
3. Send the Student Privacy Protection Opt-Out Request to the school Principal by
  - a. Certified Mail Return Receipt Requested,
  - b. Fax (keep the confirmation sheet),
  - c. Hand deliver it yourself
4. Keep one copy along with the proof of receipt (certified mail card, fax confirmation, or signatures) for your family and ask that the school keep a copy in your child's school records.

## **Be vigilant**

1. Ask to see your child's records during the school year in order to see what data are being collected.
2. Verify that the data is not being sent out of the school district.
3. Educate your children to report to you about surveys, assessments, assignments and other activities which attempt to collect or require personal information not related to school work.