



OPT-OUT FORM FOR CLASS LIST POSTING

The Conejo Valley Unified School District has a long-standing Board Policy of not releasing personal information about your student without your permission. This includes listing students by name for class lists. However, based on federal law that was updated in 2008, Family Educational Rights and Privacy Act (FERPA), class lists are only available to teachers or staff members who have a legitimate education interest, and must not be posted or accessible to other persons.

Consistent with past practice, your principal will be publishing class lists at your elementary school unless he/she has received a written notice from you to not publish your child's name.

If you would like your child's name posted the day before school commences, no further action is required.

If you do not wish to have your child's/children's name posted on an elementary class list, please complete the information below, sign and return to your school office.

To obtain your child's class placement, you must go to your school's office. No information will be given out over the phone or electronically.

Student's Name: _____ Grade Level: _____

Residence Address: _____ Date of Birth (mo/dy/yr): _____

City: _____ Zip: _____

Home Phone: _____ Cell/Work Phone: _____

School Name: _____ School Year: _____

Print Parent/Guardian Name

Signature of Parent/Guardian

Date