



2016-17 Directory Information Notice & Opt Out Form for the National Student Clearinghouse

Your child’s 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 and careers. To accomplish these goals, the DOE regularly requests data from the National Student Clearinghouse (NSC), which has a database of college enrollment and degree information from more than 3,600 colleges and universities.

The Family Educational Rights and Privacy Act (FERPA), a federal law, prohibits the NYC DOE from releasing a student’s personally identifiable information without consent. However, an exception to this rule allows the NYC DOE to release certain types of information about you and your children called “directory information” if the conditions described below are met. **The directory information to be released to NSC will consist of the names and dates of birth of, first, students who entered 9th grade in 2016-2017 and, second, NYC DOE high school students for the years 2002-2016.** The NSC then matches this directory information to its database and provides the NYC DOE with information on former NYC DOE students, consisting of the college or university that the student entered, dates enrolled, graduation date and degree earned. NYC DOE uses this information to help understand and improve students’ college readiness and success. This directory information will be released to the NSC unless you instruct the NYC DOE not to do so, as follows:

1. If you permit the NYC DOE to release this directory information, no further action is needed.
2. **If you wish to “opt-out” of release** (that is, if you **do not** wish to have this directory information released), complete this form **no later than Friday, December 30, 2016** and submit it to the principal of your child’s school. If you have more than one child in the NYC DOE school system, you must submit one form for each student.
3. A student age 18 or older who does not wish to have this directory information released must complete and sign the form himself or herself—under FERPA, a parent or guardian’s signature will not be effective.
4. If you submit this form, this directory information will not be released unless you revoke your opt out. If you wish to revoke an opt out, you must do so in writing to the principal of your or your child(ren)’s school(s).

Copies of this notice and form are available at your or your child’s school, and may be accessed at <http://schools.nyc.gov/RulesPolicies/default.htm>. Please contact the school for additional information if you have any questions about this form, or the efforts of your school to prepare you or your child for college and careers.

*Please complete and sign here **only if you wish to opt out** of release of information to the NSC:*

- 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 NSC.
- I am the parent/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 NSC.

Parent/guardian signature if student is under age 18

Student signature if student is age 18 or older

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