



MENLO PARK CITY SCHOOL DISTRICT
181 Encinal Avenue, Atherton, California 94027
Phone: 650-321-7140 ~ Fax: 650-321-7184
www.mpcsd.org

MPCSD RELEASE OF INFORMATION

Release of Student and Parent Information

The Menlo Park City School District recognizes the importance of maintaining the confidentiality of student and parent information. Release of this information is only done in accordance with District policy, which adheres to federal and state law.

The District only releases information that is not generally considered harmful or an invasion of privacy if disclosed. By law, parents/guardians have the right to refuse the release of certain designated information by informing the District during online enrollment or on a change of release form. The MPCSD is an inclusive community with involved parent volunteers and student-centered activities which requires multiple communication platforms. Understanding your preference for sharing data will help us connect you to the appropriate resources.

(Note: Social Security numbers are not collected by the District and the District never releases medical information.)

School/District Family Directory

The District provides an online, password-protected Student Family Directory by school available to families at that school only. The directory includes parent name(s) and contact information (phone number, parent email address) and your student's name, school, grade, and teacher. Parents can edit their preferences to hide their email and/or phone number. If you **do not** want your information included in the Student Family Directories, check the opt out box below.

- Yes, I agree to the School Directory**
- No, I do not agree to the release of any of my family's information (student and parent) for inclusion into the District's Online Directory**

Parent Engagement, Volunteering, and Fundraising

The schools and district are supported by two essential parent-led volunteer organizations (PTO and MPAEF). The District shares parent name(s) and contact information (home address, phone number, parent email address, and parent place of employment) and your student's name, school, grade, and teacher with these organizations to ensure families receive timely and important information. If you **do not** want your information shared with the parent-led volunteer organizations, check the opt out box below.

- Yes, I agree to Parent Engagement, Volunteering, and Fundraising**
- Yes, I agree to release my family's information to MPCSD parent-led volunteer organizations with exceptions**
 - No parent name(s)
 - No parent email(s)
 - No parent place of employment (used for possible philanthropic match)
 - No address
 - No phone number(s)
- No, I do not agree to the release of any of my family's information (student and parent) to MPCSD parent-led volunteer organizations**

Media Release

MPCSD and local media will occasionally publish information about the district in print, electronic, and/or video formats, in order to highlight programs, issues, or successes of the district, schools, or individual/groups of students. A student's name, photo and/or work may be used in district publications, approved parent organization publications (including school yearbook), or in approved media publications. If you **do not** your student's name, photo and/or work in district publication (including social media), local media, or the school yearbook, check the opt out box below.

- Yes, I agree to release my student's information for media release**
- Yes, I agree to release my student's information for media release, with exceptions**
 - No student first name
 - No student last name
 - No photo of student
 - No student work
- No, I do not agree to release any information about my student. I understand that my student will not appear in the school yearbook**
- I ONLY agree to include my student in the school yearbook. Do not publish his/her name, photo or work in district or local publications**

Third-Party Software, Tools and Applications

For the purpose of parent engagement and classroom communications, MPCSD teachers may use software, tools and applications provided by a third-party that parents/guardians access via the internet (e.g. Seesaw, ParentSquare). MPCSD's release of information **does not** apply to these third-party applications nor is MPCSD responsible for the content available to parents/guardians on these third-party applications. **Parental consent is given per the application's acceptable use policy upon sign up.**

Student Name (Print)

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature