



*P.S. 181*

*The John L. Steptoe School of the 21<sup>st</sup> Century*

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**Principal:** *Marie Joseph*

**Assistant Principals:** *Denise Joseph ~ Sade Bien-aise, IA ~ Marlon*

**Directory Information Notice and Opt-Out Form**  
**School Year 2025-26**

Dear Parent or Guardian,

New York City Public Schools (NYCPS) loves recognizing students' achievements and celebrating their accomplishments. Sometimes, this involves sharing information about students, such as their names, image, grade level, and awards in school publications and publicly posted achievements.

Under a federal law called the Family Educational Rights and Privacy Act (FERPA), **NYCPS is allowed to share certain information about your child, called "directory information," unless you tell us not to.**

**What is Directory Information?**

Directory information is information about your child that would not be considered harmful or cause an invasion of privacy if disclosed. Our school may share the following information about your child within the school community unless you tell us not to:

- Student's name
- Age
- Grade level
- Schools attended and dates of enrollment
- Photograph
- Participation in school sports or activities
- Honors, awards, or other prizes

This is the only type of information our school is designating as directory information. We will only share this information within our community in school publications (such as the yearbook, school newspaper, and playbills) and to announce your child's achievements (such as on the honor roll).

**What Are Your Rights?**

You have the right to opt out of having your child's directory information shared with the school community. If you choose to opt out, we will not include your child's information in the yearbook, programs, or any public recognitions.

If you **DO NOT** want our school to disclose directory information about your child, complete the form below and return it to Mr. Boone, Community Assistant by September 12, 2025. Students who are 18 or older must complete this form themselves.

If you opt out now and change your mind later, you may opt back in by submitting a signed, written letter. If you do not opt out now and want to do so later, you may submit this form at any time.

Sincerely,

Marie Joseph  
Principal

**Directory Information Opt-Out Form**  
**School Year 2025-26**

I do **NOT** give permission for my child's Directory Information to be shared with the school community:

- Do NOT include my child's information in school publications (such as the yearbook, school newspaper, and playbills)
- Do NOT announce my child's achievements or awards.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date