



## RELEASE OF CAMPER INFORMATION

### ***FERPA Request to Withhold Directory Data***

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires A Step Ahead Day Camp LLC, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's records. The primary purpose of directory information is to allow the camp to include this type of information from your child's records in certain camp publications. Examples include:

- A playbill with your child's role in a production
- Recognition lists
- Camp newsletter

### ***Camp Web Publishing & Photo/Video Release***

A Step Ahead Day Camp LLC frequently uses photos and video in their publications as well as media in the community, for example:

- Newspaper
- Newsletter
- Video
- Website

All photos and video are approved by A Step Ahead Day Camp LLC. This footage may be used in future publicity of A Step Ahead Day Camp LLC.

### ***I have read the above information, policies, and guidelines and request the following:***

- FERPA Request to Withhold Directory Data:** In accordance with the provisions of this FERPA notice, I DO NOT want A Step Ahead Day Camp LLC to disclose information designated as directory data.
- Camp Web Publishing & Photo/Video Release:** I DO NOT want my child or his/her work published on the camp website according to the established guidelines.

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CAMPER NAME

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PARENT/GUARDIAN PRINTED NAME

SIGNATURE

DATE

RELATIONSHIP TO CHILD

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A Step Ahead Day Camp | PO Box 293 | Sun Prairie, WI 53590 | 608-712-7412 | [www.AStepAheadDayCamp.com](http://www.AStepAheadDayCamp.com)

Contact us at [fun@stepaheaddaycamp.com](mailto:fun@stepaheaddaycamp.com) with any questions regarding the completion of these forms.