

Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that **NAME** School District obtain your written consent prior to the disclosure of personally identifiable information from your child's education record unless a certain exception is met.

One exception is Directory Information. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of Directory Information is to allow **NAME** School District to include student information in certain school publications or school-related activities such as:

- Yearbooks,
- Honor Roll or other recognition lists,
- Graduation programs,
- Athletic and other extracurricular programs,
- Class ring manufacturing companies, and
- Military recruiters.

NAME School District has designated the following information as "Directory Information":

- Student's Name,
- Address,
- Telephone number,
- Electronic mail (email) address,
- Photograph,
- Grade Level,
- Honors and awards received, and
- Weight and Height of members of athletic teams.

You have the right to limit or refuse the disclosure of "Directory Information". If you do not want **NAME** School District to disclose any or all the above information as directory information, you must notify the principal of the school the student attends in writing within 10 days of receipt of this notice/handbook to opt out of having your child's information included as Directory Information. The written notice must: (1) include the name of the student; (2) include a statement that the parent/guardian or eligible student is opting out of the disclosure of Directory Information under FERPA; and (3) be signed and dated by the parent, guardian, or eligible student (a student age 18 or older).

Please note that your written notice will be effective for the current year only and must be renewed on an annual basis should you wish to continue to opt out of the release of Directory Information.