



Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

Pursuing Truth, Wisdom, Excellence

Mission Statement: The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

FERPA requires that The Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. One of the allowable exceptions is designated as "directory information". Directory information may be released without written consent, unless you have advised The Academy to the contrary in accordance with Academy procedures detailed below.

The primary purpose of directory information is to allow The Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA (the school in this case) that they do not want their student's information disclosed without their prior written consent.

The Academy has designated the following information as directory information:

- Student's name
- Student's Grade
- Photograph
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date of birth
- The most recent previous educational agency or institution attended

If you do not want The Academy to disclose directory information from your child's education records without your prior written consent, you must complete the opt-out form, located in the front office at both campuses by October 1 of the current school year. The opt-out is valid for one year and will need to be renewed each year by October 1.