

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that DaVinci Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, DaVinci Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow DaVinci Academy to include this type of information from your child's education records in certain school publications without prior written consent. 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.

Military recruiters and institutions of higher education:

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 the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20U.S.C. § 7908) and 10 U.S.C. § 503(c).]

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

If you do not want DaVinci Academy to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing by October 1, of the current school year.

DaVinci Academy has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Student ID number
- Video of students at school or in public events, such as plays, athletic events, art shows, and other public competitions
- Participation in officially recognized activities and sports
- Degrees, honors, and awards
- Weight and height of members of athletic teams
- The most recent educational agency or institution attended

-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

-A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

USE of Directory Information

Please sign below and return to the school by October 1, of the current school year if **you do not** want directory information of your child to be shared as explained above.

This would include use in DaVinci publications, newspapers, web pages, slide shows and videotapes as well as live webcam posted on the school's website.

Printed Name _____

Signature _____

Student Name _____