

KEYSTONE CENTRAL SCHOOL DISTRICT
86 Administration Drive, Mill Hall, PA 17751
570-893-4900 *kcsd.k12.pa.us*

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
NOTICE FOR DIRECTORY INFORMATION**

FERPA requires that the Keystone Central School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the School District to the contrary in accordance with School District procedures. The primary purpose of directory information is to allow the School District 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, publish yearbooks, or companies that provide testing, research, or technology services to the School District. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents or adult students have advised the School District that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify your child's principal in writing by **September 25, 2020**. The Keystone Central School District has designated the following information as directory information:

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KEYSTONE CENTRAL SCHOOL DISTRICT DIRECTORY INFORMATION

• Student's Name	• Dates of Attendance
• Student's Address	• Grade Level
• Telephone Listing	• Participation in Officially Recognized activities and sports
• Electronic Mail Address	• Weight and Height of Members of Athletic Teams
• Photograph	• Degrees, Honors, and Awards Received
• Major Field of Study	• The Most Recent educational agency or Institution Attended
<p>• 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's Social Security number, in whole or in part, cannot be used for this purpose.</p>	
<p>• 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.</p>	