



Annual Notification of Directory Information Under the Family Educational Rights and Privacy Act (FERPA)

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

Examples include:

- School website, social media channels, and admissions video and printed materials
- Other print materials as needed (for example Annual Fund and Capital Campaign materials)
- A playbill or event program, showing your student's role in a theatrical or musical production
- The annual yearbook
- Honor roll or other recognition list
- Graduation programs
- Sports activity sheets and rosters, 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 publish yearbooks, other institutions for sporting events that list rosters, media outlets for promotion of accomplishments.



**SAINT THOMAS
ACADEMY**

If you do not want STA 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 STA's registrar in writing by the 16th day after the start of the academic school or by the first day of transfer enrollment, clearly stating the information that is not to be disclosed. STA has designated the following information as directory information:

- Student's name
- Address
- Telephone numbers
- Email address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams as needed
- Honor and awards
- 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