

Herron Classical Schools
Herron High School / Riverside High School / Herron Preparatory Academy
Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information 2023-2024

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Herron Classical Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Herron Classical Schools 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 the Herron Classical Schools to include this type of information from your child's education records in certain school publications.

Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production;
- Recognition in the newsletter for an activity or award;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation/Commencement programs and scholarship awards;
- Sports activity sheets which may include weight and height of team members;
- Herron Classical Schools promotional materials and social media
- Carpooling databases organized by partner organizations.

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 take class photos. 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 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.

If you do not want Herron Classical Schools to disclose directory information from your child's education records without your prior written consent, you must notify the Herron Classical Schools in writing within 30 days of receipt of this notice. You must do this each year your student attends Herron Classical Schools.

Please be advised that your written notice "opting-out" of directory information disclosures will apply to ALL areas of school media and publications including the school yearbook.

Written notice of opt-out decisions must be submitted to the Office of the Registrar within 30 days of receiving this notice.

Herron Classical Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph(s)
- Date and place of birth
- Grade level
- Participation in officially recognized extracurricular clubs, activities and sports
- Degrees, honors, and awards received
- Weight and height of members of athletic teams
- Senior acceptance into colleges and universities
- Merit scholarships awarded by colleges and universities
- Alumni directories

If you choose to opt-out of Herron Classical Schools' Directory Information, your letter must state:

- Name and birth date of student
- Statement that you have read and understand Herron Classical Schools' Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information statement
- Statement that you choose to opt-out from all directory information media and publications

Please send your opt-out letter to:

Office of the Registrar
Herron Classical Schools
110 E. 16th Street
Indianapolis, IN 46202