

## Directory Information

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity or when disclosure is otherwise prohibited by law. Such information includes:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information that it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items that the District designates as directory information about that student. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

### Opt-Out Notice

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Franklin Monroe Local School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, the Franklin Monroe Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the Franklin Monroe Local School District to the contrary in accordance with the Franklin Monroe Local School District procedures. The primary purpose of directory information is to allow the Franklin Monroe Local School District to include information from your child's education records in certain school publications. Examples include: The annual yearbook; Honor Roll or other recognition lists; graduation programs; and sports activity sheets, such as for basketball, showing the 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, as amended (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. The Franklin Monroe Local School District has designated the following information as directory information: student name; address; telephone number(s); date and place of birth; participation in officially recognized activities and sports; achievement awards or honors; weight and height if a member of an athletic team; major field of study, dates of attendance; date of graduation. **If you do not want the Franklin Monroe Local School District to disclose any or all of the types of information designated above as directory information from your student's education records without your prior written consent, you must notify the Franklin Monroe Local School District in writing within fourteen (14) days of this notification of any or all of the items which you do not wish for the District to designate as directory information about your student.**