



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE OF DIRECTORY INFORMATION

The Ritenour School District designates the following information contained in the educational records of its students as “directory information” for the purpose of the Family Educational Rights and Privacy Act (FERPA): **student’s name; parent’s name; grade level; enrollment status; participation in school-based activities and sports; weight and height of athletic team members; honors, awards and degree received; artwork or coursework displayed by the District; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. By law, military recruiters may request a student’s address and telephone number (for high school students only).**

The **primary** use of directory information in the Ritenour School District is to include this type of information from a student’s education records in certain school publications, such as: **a playbill showing a student’s role in a drama production; honor roll or other recognition lists; graduation programs; sports activity sheets, such as for football, showing weight and height of team members; YEARBOOK; school newspapers and school district publicity, such as Ritenour News, Inside Ritenour, Pepper Box student newspaper (at Ritenour High School; KRHS-90.1 FM (Ritenour High School’s radio station), Ritenour LIVE (Ritenour High School student online news) and the Ritenour School District Website, social media sites and other district-sponsored websites.**

Such information, as listed above, is also considered a “public record,” which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. Parents of students and students 18 years of age or older have the right to refuse the designation of the above information as directory information. If a parent, guardian, or eligible student does not want the district to release the directory information listed above, they must notify the Assistant to the Superintendent of Student Services in writing within 10 days of receiving this notification of the information they do not want released. The Assistant to the Superintendent of Student Services has district-wide responsibility for student educational records and, as such, is the custodian of the records. Anyone having questions regarding school policy relating to student records is welcome to contact Ritenour Student Services at 2420 Woodson Road, St. Louis, MO 63114 or by calling (314) 493-6006.

Complete details of the Family Education Rights and Privacy Act (FERPA) and other public notices are available on the Ritenour School District website, [www.ritenourschools.org](http://www.ritenourschools.org).

**Yes, I consent to FERPA Notice of Directory Information.**

I understand my consent will allow my child(ren), listed below, to appear in the yearbook, athletic rosters, school directory and other school/district informational pieces.

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**No, I wish to OPT-OUT of FERPA Notice of Directory Information.**

I understand by opting out, my child(ren), listed below, will NOT be included in the yearbook, athletic rosters, school directory and other school/district informational pieces.

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_
- 5. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian/Caregiver **Print** Name

\_\_\_\_\_  
Parent/Legal Guardian/Caregiver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian/Caregiver **Print** Name

\_\_\_\_\_  
Parent/Legal Guardian/Caregiver Signature