

Mansfield Township School District
50 Port Murray Road
Port Murray, NJ 07865

Dr. Gary McCartney, Interim Superintendent

mccartneyg@mansfieldtsd.org

Paul DeAngelo, Business Administrator

deangelop@mansfieldtsd.org



John D. Melitsky, Principal,

melitskyj@mansfieldtsd.org

Caryn Coscia, Curriculum Supervisor

cosciac@mansfieldtsd.org

Notice for Directory Information

[The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Mansfield Township School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the **Mansfield Township School District** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the district to include 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

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.

If you do not want Mansfield Township School District to disclose directory information from your child's education records without your prior written consent, you must notify the School Principal in writing by October 30th of a given school year.

- **Photograph**
- **Dates of attendance**
- **Honors, and awards received**
- **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 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.**