



FAMILY EDUCATIONAL RECORDS PRIVACY ACT (FERPA) FREQUENTLY ASKED QUESTIONS and OPT OUT INFORMATION

The purpose of FERPA is to protect the privacy of student records. The law also assures that educational records which are vital to the appropriate education of a child are accessible to the school professionals working with that child. Detailed information on FERPA can be found within the Annual FERPA Notification Avon Grove Charter School distributes at the beginning of each academic year.

FERPA states that the school district can release "directory information", what is considered "directory information"?

Directory information 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. Examples include but are not limited to; name, address, telephone number, e-mail, photograph, date and place of birth, dates of attendance, grade level, participation in recognized activities and sports, honors or awards received, most recent educational institution attended, etc.

FERPA states that the school district can release "directory information" without parental consent. Why would the district release my child's name, address or other information and who would this information be released to?

Avon Grove Charter School is not in the practice of releasing information easily or to anyone who asks. At times, however, the school may be asked for lists of student names, addresses, phone numbers, or other information by outside organizations. Schools also publish student school directories or yearbooks. School staff members and/or local media representatives may capture images of students involved in school activities. These images may be used in school publications, school websites, school social media, or printed in local media publications where the students may be identified by name and school.

Is my child's directory information made available to military recruiters?

Avon Grove Charter School is required to provide military recruiters specific, limited directory information (name, address, and phone number) for secondary school students unless parents have provided written notice (opt out) not to release such information.

If I decide to notify my child's school that I "do not" want directory information on my child released, how will my child be impacted?

If you indicate below that you "do not" grant permission for "directory information" to be released in any format and your child's name and/or image will not appear in the school's yearbook or any published school or classroom directory. By checking "do not," should your child be involved in athletics, theatrical or musical productions, or other school-related activities that receive media coverage, his/her name and picture will not be published in press releases, programs, acknowledgements etc.

If I want to change my child's permission status, what do I do?

If you decide to revise the information you check below, you must notify your child's school principal in writing.

If I fail to return the form below, what direction will the district take?

In the event that the form is not returned, the district will assume that you have given permission to release your child's "directory information".



AVON GROVE CHARTER SCHOOL

INSPIRE PASSION FOR LIFELONG LEARNING ONE STUDENT AT A TIME

FAMILY EDUCATIONAL RECORDS PRIVACY ACT (FERPA) OPT OUT NOTICE

Complete this page of the annual FERPA notice and return it to Avon Grove Charter School if you **DO NOT** want your child's directory information released and/or name and photograph used in school multimedia and/or to appear in the school yearbook publication.

Student's Name: _____

Current Grade Level _____

Please read the following statements and check all that apply. Please return this form to the main office.

- DO NOT** release my child's directory information. I understand that, by checking this box, my child's information will not be released or used in any school programs, awards or recognitions activities, honor roll lists, athletic program, or other special publications or activities unless separate written consent is provided.
- DO NOT** photograph my child and do not include their name and/or image in any school publications, publicity, media releases, social media etc. I understand that, by checking this box, my child's image will not be intentionally be used in any way by the school unless separate written consent is provided.
- DO NOT** include my child's name and photograph in the school yearbook. I understand, that by checking this box, my child will not be highlighted in the annual yearbook publication, however, student photographs will still be taken for the school's information systems and the creation of school identification cards.

Parent's Printed Name: _____

Parent's Signature: _____ Date: _____