

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Poland Local Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Poland Local Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with Poland Local Schools procedures. The primary purpose of directory information is to allow the Poland Local Schools 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
- Sports activity sheets, such as for wrestling, showing weight and 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 a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such student information with the names, addresses and telephone listings, unless parents have advised that they do not want their student's information disclosed without their prior written consent.

If you do not want the Poland Local Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Poland Local Schools in writing to your Building Principal by October 1. Poland Local Schools has designated the following information as directory information:

- a student's name;
- address;
- telephone number;
- date and place of birth;
- major field of study;
- participation in officially-recognized activities and sports;
- height and weight, if a member of an athletic team;
- dates of attendance;
- date of graduation; and/or
- awards received.

For additional information regarding the privacy and protection of student information, please visit the District's website, Board policy 8330, *Student Records*.