

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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Northern York County School District (NYCSD), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, NYCSD 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 NYCSD 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 Districts 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 District that they do not want their student’s information disclosed without their prior written consent.

If you do not want NYCSD 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 fill out the bottom portion of this form and submit it to your child’s principal.

NYCSD has designated the information below as directory information. Place an “x” next to the information you do not want the district to release and return this form to your child’s principal by September 30<sup>th</sup> of each school year.

Name	Dates of Attendance
Address	Grade Level
Telephone Number	Participation in School Activities & Sports
Electronic Email Address	Degrees, Honors, & Awards Received
Photograph	Most Recent School Attended
Date and Place of Birth	If you do not want your child’s information released to the military
Major Field of Study	Student ID number 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 known only by the authorized user

Student Name: \_\_\_\_\_ Building: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_