



ANNUAL NOTICE TO PARENTS/GUARDIANS RELEASE OF STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student education records, gives parents/guardians certain rights to their children's educational records, and requires that Richland County School District One obtain written consent from the parent/guardian or the student's written consent if over 18 years of age, with certain exceptions, prior to the disclosure of personally identifiable information from the student's education records. FERPA allows "directory information" which is student information that would not generally be considered harmful or an invasion of privacy to be disclosed. The primary purpose of directory information is to allow the District to include information about your child in school publications. Examples of this may include a program showing your student's role in a drama production, yearbook, honor roll or other recognition list, graduation programs, sports activity sheets and rosters, newsletters, school and/or District website or social media sites, newspaper articles, television and radio broadcasts.

The District considers the following to be directory information:

- student's name
- school
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- degrees, honors, and awards received
- dates of enrollment
- grade level
- photographs and/or video of students participating in District and/or school events (excludes District surveillance and bus video)
- student work intended for publication or display

Additionally, two federal laws require the District to provide military recruiters and higher education institutions, upon request, with three categories of directory information: high school student's names, addresses, and telephone listings, unless parents have advised the District that they do not want their child's information disclosed without prior consent.

If you do **NOT** want Richland County School District One to disclose directory information from your child's education records without your prior written consent, you must either notify your child's school in writing OR complete the attached opt-out form on or before September 30, 2024. Only a parent/legal guardian or eligible student aged 18 years or older may elect not to have directory information released. If written consent or a completed opt-out form is not submitted to the school, the District is free to release this information as appropriate. The use of any information by the District is for the promotion of the welfare of our students and the District.

Please note that this must be completed **each year** if you do not want directory information released. You cannot choose which directory information to release, however, you can specifically choose to exclude military recruiters and higher education institutions from receiving a student's directory information. Any questions should be addressed to the principal of the individual school.



Richland County School District One
 FERPA PARENT FORM
 2024-2025 School Year

DO NOT COMPLETE THIS FORM UNLESS
 YOU HAVE READ AND UNDERSTAND
 THE FERPA LETTER.

ONLY return this form to your child (ren)'s school(s) if you DO NOT want your child's directory information released to the public and/or to the military.

If you choose to return this form, please return it by September 30, 2024

Student's Full Name(s)	School	Grade

Sign below if you do not wish to release ANY information on your child(ren).

As indicated in the letter, if you sign below, your child's name will not be included in certain school publications. Examples include playbill, showing your student's role in a production, the yearbook, honor roll or other recognition lists, graduation programs, school television shows, newsletters, podcasts, school promotional activities and sports activity sheets, showing weight and height of team members. Please refer to the letter for more specifics on what constitutes directory information and the types of release allowed if you do not sign below and return this form.

- A. I request directory information not be released to the public regarding the student(s) listed above.

Parent/Guardian Signature Address Telephone No.

- B. Sign below if you do not want information released to the military on your child(ren).

I request directory information not be released to Armed Forces recruiters regarding the student(s) listed above.

Parent/Guardian Signature Address Telephone No.

- C. I do not give consent for my child to participate in group video and/or audio conferencing for the purposes of virtual learning and will contact my child's teacher/provider/principal.

Parent/Guardian Signature Address Telephone No.