Superintendents' Office
435 Stanley Avenue
Chambersburg, Pennsylvania 17201
Telephone (717) 261-3300

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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Chambersburg Area 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 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the School District to the contrary in accordance with School District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- Newsletters
- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members;
- Newspapers and other print news sources;
- Class lists;
- Staff and/or student directories or listings;
- School District website; and
- School bulletin boards.

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, or companies that provide testing, research, or technology services to the School District. 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. (20 U.S.C. § 7908; 10 U.S.C. § 503(c).

If you do not want the School District 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 School District's Chief Executive Officer in writing by **October 30, 2025** at: Chief Executive Officer, Chambersburg Area School District, 435 Stanley Avenue, Chambersburg, PA 17201. If you have any questions regarding this Notice, please call **717-263-9281** or write to the Chief Executive Officer at the same address.

The School District has designated the following information as directory information: If you do not submit a written denial on or before October 30, 2025, then the School District may disclose appropriately disclosed directory information without prior consent.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Directory information does not include a student's Social Security number; student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only of 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 personal identification number (PIN), password, or other factor known or possessed only by the authorized user.