USD 262 Annual Notice
Family Educational Rights and Privacy Act
Notice of Directory Information

Directory information: The primary purpose of directory information is to allow the Valley Center School District to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

- School and district newsletters, news releases to local and area newspapers
- School district website, podcasting
- A playbill, showing your student's role in a drama production
- Honor roll or other recognition lists
- Graduation programs
- Yearbooks
- Sports activity programs, such as wrestling, showing weight and height of team members

According to federal guidelines, 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 (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories — names, address and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Valley Center School District has designated the following information as directory information:

Student Name	**Parent/Guardian Name(s)**
Address	**Telephone**
Date of Birth	**Electronic mail address**
Photograph	**Most recent school attended**
Video images	**Audio recordings**
Major field of study	**Dates of attendance**
Grade level	**Degrees, honors, and awards received**

Height/Weight of athletic team members

Participation in officially recognized activities/sports

If you do not want Valley Center School District to disclose directory information as outlined above, you must annually notify Valley Center School District, in writing, by August 15th (or for new students enrolling in Valley Center School District, at the time of enrollment).

Written notification from parent or guardian must include ALL of the following information:

- Name of student (print or type - must be legible)
- Student's school
- Student's grade
- Parent/Guardian's name (print or type - must be legible)
- Parent's signature

Send written notification to:
USD 262-Assistant Superintendent
143 S. Meridian
Valley Center, KS 67147