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, 2026. 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.

DIRECTORY INFORMATION OPT OUT FORM

* *Do not complete this form unless you have read and understand the attached notice.*

Please only complete and sign the form below if you as the parent/guardian or an eligible student (aged 18 years or older) do **not** want the student's directory information to be released.

As indicated in the attached notice, if you complete this form, the student's name **will not be included** in certain school publications such as: 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.

If you choose to complete this form, please return it to your student's school on or before September 30, 2026.

Student's Full Name	School Name	Grade

Please check one:

☐ I am the parent/guardian of the student(s) listed above who is under age 18.

☐ I am the student listed above and I am age 18 or older.

Please check the appropriate box(es):

☐ Do not release my student's directory information to the public without my prior written consent.

☐ Do not release my student's directory information to Military/Armed Forces Recruiters without my prior written consent.

☐ Do not release my student's directory information to Higher Education Institutions.

_____ _____

Printed Name Telephone Number

_____ _____

Signature Date