Tennessee Department of Education

Campbell County Board of Education

Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information

Dear parent or guardian,

The family education rights and privacy act FERPA is a federal law that requires the school district within certain exceptions to obtain written permission before releasing personal information from your child's educational or school records.

However, the school may release some student information **without written** permission when the information is deemed **"directory information"** **unless** you have told the district otherwise in agreement with district procedures.

The common use for directory information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Some examples of these publications are:

- A playbill or program showing your child's name in a school play or production
- An annual yearbook
- Honor roll or other recognition list in the school or local newspaper
- Graduation programs
- Sports statistics listed in programs such as athletic programs may include height and weight of team members
- School or district website

Directory information can also be given to outside organizations with parents' prior written permission. These organizations include, but are not limited to:

- Other schools the student is seeking to attend
- Class ring manufacturers
- State or federal authorities auditing evaluating programs or enforcing state or federal laws
- A court by order of subpoena

The school district has designated the following directory information:

Student Name, Grade Level, Address, Telephone Number, Email Address, Date & Place of Birth, Participation in School Sponsored Activities, Sports-Weight & Height of Members of Athletic Team, Major Field of Study, Dates of Attendance, Photograph, Most Recent Educational Agency or Institution Attended, Degrees, Honors, & Awards Received.

Two federal laws require school districts that receive federal assistance to provide **military recruiters upon request with three directory information categories** child's names, addresses, and telephone listings **unless parents have notified the district that they do not want their child's information released** without prior permission.

If you DO NOT want the district to disclose directory information about your child without your prior written permission, you must notify the district in writing by the first week of school. Please complete the lower portion of this form and return the entire form to your child's school. This is to be done only if you do not want child directory information disclosed.

*Parent or guardian only complete this entire form if you **do not give your permission** for release of school directory information. Please use a separate form for each child and return to their school.

ONLY COMPLETE AND RETURN IF YOU **DO NOT** WANT YOUR CHILD IN THE YEARBOOK AND OTHER PUBLICATIONS

I do not want my child's directory information disclosed and request one of the following:

□ **do not release** my student's directory information anytime

□ **do not release** my student's director information without prior written permission

Student's Name:_____

School:_____Date: _____

Parent or Guardian Name (Please Print): _____

Parent or Guardian Signature: _____

Date: _____

Address:_____

City:_____ State:_____

Zip Code: _____Phone Number: _____

Email Address: _____