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Note: Under the Family Educational Rights and Privacy Act (“FERPA”), school districts may only disclose directory information without consent if they have given the parent or eligible student notice of the kinds of information the district designates as directory and an opportunity to opt out of directory information disclosures. The following is a sample notice, including an “opt out” form, which addresses both directory information and the disclosure of student information to military recruiters and colleges. This form utilizes the Model Notice for Directory Information developed by the federal Family Policy Compliance Office.

### **NOTICE OF STUDENT DIRECTORY INFORMATION**

The Galena City School District has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act of 1974 also known as FERPA. A copy of the school district’s policy is available for review in the office of the principal of all of our schools.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for wrestling, showing weight and height of team members

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 school districts receiving federal education funding to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

The District has designated the following information as directory information:

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Note: A school district may, but does not have to, include all the information listed below.

- Student’s name
- Address
- Telephone listing

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended

- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Grade level
- 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
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than \_\_\_\_\_, 20\_\_ of this school year. If you object to disclosure of some or all of this information, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

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**RETURN THIS FORM** to .... Galena City School District

Parental Directions to Withhold Student Directory Information, for 20\_\_-20\_\_ school year.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than \_\_\_\_\_, 20\_\_.  
 Additional forms are available at your child's school.

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters and/or Postsecondary Educational Institutions, for 20\_\_ - 20\_\_ school year.

Check the appropriate box(es) below to withhold from ...

- Military Recruiters
- Postsecondary Educational Institutions

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than \_\_\_\_\_, 20 \_\_\_\_.  
Additional forms are available at your child's school.

**GALENA CITY SCHOOL DISTRICT**  
**Adopted 2/11**