



Annual Written Notice Regarding Limited Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, generally requires that the District obtain your written consent prior to disclosing personally identifiable information from your child's/your education records (*to persons other than those with a legitimate educational interest*). The District may, however, disclose “directory information” for limited purposes without your written consent, unless you have timely advised the District of your decision to opt out of such disclosure(s) in whole or in part.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The District defines “directory information” to include only the following:

- name
- grade level
- dates of attendance
- photograph/image
- honors and awards received
- participation in officially recognized activities and sports

In accordance with FERPA and Board Policy No. 7241, “Limited Disclosure of Student Directory Information,” the District’s disclosure of directory information will be limited to specific parties and specific purposes only. Specifically, the District will include directory information in certain school publications, such

as the yearbook, honor roll and other recognition lists, graduation programs, sports activity sheets, and playbills showing your child’s/your role in drama productions in a timely manner and without the necessity for requesting consent in situations in which it is expected that there would be no significant concern about invasion of privacy or any danger or harm from the disclosure. Unless the parent/eligible student opts out, the District will make the disclosure without obtaining consent. The District may also disclose directory information to outside organizations/parties without a parent’s/eligible student’s prior written consent but only for school-related activities or purposes. Examples of such outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The District shall not disclose directory information in any situation when a risk to student safety, risk of identity theft, or other harm to student(s) is reasonably perceived.

If you do not want the District to disclose any or all of the types of information designated below as directory information from your child’s/your education records without your prior written consent, you must notify the District in writing of such decision to opt out in whole or in part. Your written notice must be received by the Office of Public Information at 321 List Avenue, on or before September 30, 2018. [📄](#)