

## Edgemont School District 23-1 Family Educational Rights and Privacy Act (FERPA)

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the Edgemont School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Edgemont School 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 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. Examples of school publications are:

- A playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- Honor roll or other recognition lists published at school or in newspapers
- Graduation programs
- Sports statistics listed in programs, such as football which may include height and weight of team members.
- School and district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (transcripts, etc.)
- Class ring manufacturers
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court order or subpoena.

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories – names addresses, and telephone listings - unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

**If you do not want Edgemont School District to disclose Directory Information from your child's education records without your prior written consent, you must notify the district in writing within two weeks of registration.**

Edgemont School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Name(s) of parent(s)
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in official 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, used 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.)

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If you would prefer the Edgemont School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records, please contact the office for the form necessary to be filled out and signed.

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue. SW Washington. DC 20202-4605