



## Family Educational Rights and Privacy Act Notice of Directory Information

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, requires that Box Elder School District (the "School"), with certain exceptions, obtain a parent or eligible student's (eligible students are students 18 years of age or older) written consent prior to the disclosure of personally identifiable information ("PII") from a student's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless a parent or eligible student has advised the School to the contrary in accordance with School procedures.

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 or eligible student'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 educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (the "ESEA"), to provide military recruiters, upon request, with student names, addresses and telephone listings unless parents or eligible students have advised the LEA that they do not want such information disclosed without their prior written consent. *See* Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

The primary purpose of directory information is to allow the School to include information from a student's education records in certain school publications. BESD has designated the following information as directory information:

- Student first
- Student last name
- District email address
- Enrolled grade level
- Currently and previously enrolled school(s)
- Student Photo
- Student degrees, honors, awards, activities, sports
- Weight and height of athletic teams

Parents have the option to "opt out" and prevent the release of student information by submitting a written request to the school principal. This opt out must be completed annually in writing (email is permissible). Parents may opt out by submitting a form they obtain via the school or principal within **20 days** of your student's enrollment. Examples of items your student will not appear in are below:

- A playbill, showing a student's role in a drama production;
- The annual school yearbook;
- Recognition lists; and Programs for school sporting events, showing the weight and height of team members.
- Other documents related to school-sponsored organizations or activities
- Video or photographs that may be used on school or district websites and social media outlets
- Video or photographs taken by local news media at special school events (this does not include events open to the public)

### **MILITARY AND COLLEGE RECRUITERS - High School Students ONLY**

Two federal laws require Box Elder School District to provide certain student information for high school juniors and seniors to military recruiters upon request. Recruiters for colleges and universities often request similar student information. The general policy of Box Elder School District is to release student names, telephone numbers, and addresses to legitimate educational institutions. Parents or guardians may "opt out" to prevent one or both of these releases of information by submitting a written request to the principal within 20 days of your student's enrollment. This opt out must be completed annually in writing (email is permissible). Complaints of alleged failures by the district to comply with student privacy requirements should be addressed to the school principal or to Box Elder School District's Technology Department. If they are not or cannot be resolved at the local level, FERPA/PRPA complaints may be filed with the following federal agency: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW Washington, DC 20202-4605 Telephone: (202) 260-3887