

## Exhibit FGA-E ~ Notice of Directory Information Exhibit

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Harvey Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Harvey Public 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 purpose of directory information is to allow the Harvey Public School District to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. 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 school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) 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.

If you do not want Harvey Public School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 31<sup>st</sup> of the current school year. The Harvey Public School District has designated the following information as directory information:

- Address
- Date of birth
- Dates of attendance
- Degrees, honors, and awards received
- Grade level
- Participation in officially recognized activities and sports
- Photograph
- Student's name
- Telephone listing
- The most recent educational agency or institution attended
- Weight and height of members of athletic teams

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**Request to Withhold Directory Information for the 2012-13 School Year:**

Please do not release any directory information. (See definition above)

Please do not release the following part or parts of directory information: (check all that apply)

Name

Telephone

Photograph

Other (specify): \_\_\_\_\_

Please do not release directory information to:

Military Recruiters

Colleges & Universities

Other (specify): \_\_\_\_\_

Student's Name: \_\_\_\_\_

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

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

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from Harvey High School.***