

Menno School District	NEPN Code: JO-N
Policy Manual	

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
MODEL NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the school district, with certain exceptions, obtain written consent from a student's parent or guardian prior to the disclosure of personally identifiable information from a student's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless a student's parent or guardian 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 student's education records in certain school publications. Examples include:

1. A playbill, showing student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs;
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 local educational agencies (LEAs) 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 or guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If a student's parent or guardian does not want the school district to disclose directory information from his or her child's education records without prior written consent, he or she must notify the District in writing by [Sept. 1].

(Date)

The district has designated the following information as directory information:

[Note: an LEA may, but does not have to, include all the information listed below.]

1. student's name;
2. address;
3. telephone listing;
4. e-mail address;
5. photograph;
6. date and place of birth;
7. the most recent educational agency or institution;
8. major field of study;
9. grade level;
10. dates of attendance;
11. degrees, honors, and awards received;
12. participation in officially recognized activities and sports;
13. weight and height of members of athletic teams.

Legal References:

Adopted: 12-14-09

Revised: