

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that New Town School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the 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 District to include 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 districts receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with three directory information categories, names, addresses and telephone listings, unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the date of enrollment or within the first week of school year if changing status. The District has designated the following information as directory information:

1. Student's name (first and last)
2. Address
3. Date and place of birth
4. Dates of attendance
5. Degrees, honors, and awards received
6. Grade level
7. Most recent school attended
8. Participation in officially recognized activities and sports
9. Photograph
10. School email address

- 11. Student identification number, user ID, or other unique personal identifier used to communicate in electronic systems or displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- 12. Telephone listing
- 13. Weight and height of members of athletic teams

Request to Withhold Directory Information for the [List year] School Year:

- Please do not release **any** directory information.
- 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 high school.

End of New Town Public School District Exhibit FGA-E1

[4/24]