

## **NOTICE**

This is a template only. This template must be compared to your existing administrative rule/exhibit on this topic before implementing it. No board adoption is required.

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## NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that **[Name of District]**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **[Name of 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 **[Name of 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 **[Name of District]** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **[insert date]**. **[Name of District]** has designated the following information as directory information: *Note: an LEA may, but does not have to, include all the information listed below. This list must be consistent with policy.*

1. Address
2. **[Date and place of birth]**
3. **[Dates of attendance]**
4. **[Degrees, honors, and awards received]**
5. **[Grade level]**
6. **[Most recent school attended]**
7. Name
8. **[Participation in officially recognized activities and sports]**
9. **[Photograph]**
10. **[School email address]**
11. **[Student identification number if it cannot be used alone to access an educational record and is not the student's social security number]**
12. Telephone listing

**13. [Weight and height of members of athletic teams]**

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

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Date:

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*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 [Name of District] Exhibit FGA-E**

**[02/09]**