

Avon Lake City Schools

Notice Regarding Directory Information (FERPA)



The Family Education Rights and Privacy Act (FERPA), a federal law, requires that the Avon Lake City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's/your education records.

However, the District may disclose appropriately designed directory information without written consent, unless you advise the District to the contrary. Parents or eligible students have two weeks from the receipt of this notice to advise the District in writing, of any or all items which they refuse to permit as directory information about that student.

The primary purpose of directory information is to allow the District to include certain student information (see below) in school publications, such as the yearbook, honor roll and other recognition lists, graduation programs and extracurricular programs. Directory information can also be disclosed to outside organizations without the consent from the student, if eighteen years of age, or parent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with names, addresses and telephone numbers of students; unless the student or parent has advised the District they do not want such information disclosed.

The District's Board of Education has designated the following categories of personally identifiable information contained in student records as *directory information* that may be released at the Board's discretion:

- Student's name
- Student's address
- Telephone number(s)
- Student's date and place of birth
- Participation in officially recognized activities and sports
- Student's achievement awards or honors
- Student's weight and height, if a member of an athletic team
- Major field of study
- Dates of attendance ("from and to" dates of enrollment)
- Date of graduation

The parent of any student under eighteen years of age or any student eighteen years of age or older may refuse to permit disclosure of any aforementioned information when selecting the option "*I DO NOT GIVE CONSENT for the release of directory information for any purpose.*" If selected, parents or eligible students will have the option for the student's pertinent information to be released if an organization provides the District with prior written consent signed by the parent or eligible student.

PLEASE READ CAREFULLY: By selecting *I DO NOT GIVE CONSENT*, you agree that the student's directory information will not be released in school publications such as the school newspaper, yearbook, honor roll and other recognition programs, graduation programs, and athletic or other extracurricular programs. This also includes withholding of directory information to institutions of higher education, charitable institutions, employers, business and industry. The student's directory information will also not be released to a recruiting officer for any branch of the United States armed forces requesting such information.

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Complete this page **ONLY** if you wish directory information to be withheld.

Student's Last Name _____ First Name _____

OPTIONS

(Choose only Option #1 or #2 – Do not choose both.)

Option #1 _____ I do not want any of my/my child's directory information released for any purpose.

(Please note that if you elect this option, your child's name will not be included in publications such as the school newspaper, yearbook, Honor Roll, graduation programs, athletic or other extracurricular programs.)

OR

For students in Grades 10-12 only

Option #2 _____ I do not want any of my/my child's directory information released to the Armed Forces, Military Recruiters, or Military Schools as allowed under the "opt out" rule in Section 9528 of the No Child Left Behind Act of 2001. My/my child's directory information may be released for use by school-affiliated groups.

SIGNATURE

Parent of student under 18 years of age:

I am the parent or legal guardian of an underage student in the Avon Lake City School District.

Student's Name _____

Parent Name (Print) _____

Parent Signature _____ Date ____/____/____

OR

Student (if at least 18 years of age):

I am at least eighteen (18) years of age and a student in the Avon Lake City School District.

Student Signature (over 18 only) _____ Date ____/____/____