

Parental Notification

Annual FERPA Notice for Disclosure of **School Directory Information**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain the parents/guardians written consent prior to the disclosure of personally identifiable information from their child's educational records. However, the school system may disclose some student information without written consent when the information is designated "Directory Information".

The primary use for Directory Information by the system is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released.

Examples of school publications are:

- the annual yearbook
- graduation programs
- school or system website
- a program, showing your child's role in a drama or music production
- honor roll or other recognition lists published at school or in newspapers
- sports statistics listed in programs, such as football which may include height and weight of team members

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- class ring manufacturers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- other schools the student is seeking to attend (transcripts, etc.)
- a court by order of a subpoena

Note: Upon request, Union County Schools forwards educational records without prior consent to another school in which a student seeks or intends to enroll.

Union County School System has designated the following as
Directory Information:

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|-------------------------|---|
| ▶ Name | ▶ Membership to Clubs, Sports, Other School Sponsored Activities |
| ▶ Address | ▶ If on an Athletic Team, Height & Weight |
| ▶ Birth Date | ▶ Awards received at Union Co. Schools |
| ▶ Place of Birth | ▶ Dates of Attendance¹ |
| ▶ Gender | ▶ Video, Audio, or Film Images or Recordings |
| ▶ Grade Level | ▶ Photograph |

¹ a.) Dates of Attendance means the period of time during which a student attends or attended an educational agency or institution.

Examples of dates of attendance include an academic year, a spring semester, or a first quarter.

b.) The term does not include specific daily records of a student's attendance at an educational agency or institution.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with some Directory Information categories – names and addresses – unless parents have notified the school system that they do not want their child's information disclosed without their prior consent.

You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

You are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, video taped or interviewed to the principal of the appropriate school. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your child will not be interviewed in circumstances which are not within the knowledge or control of the principal.