

# FERPA Information

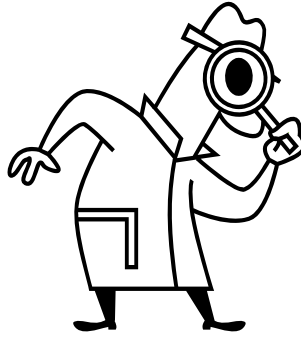
The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of a student's educational records. The rights transfer to any student, or former student who has reached the age of 18, or is attending any school beyond the high school level.

**In general, the Act stipulates that schools must have written permission from the parent or student who is over the age of 18 before releasing any information from a student's educational record.**

There are two general instances in which the district does not require written consent to release records. These instances involve releasing necessary records to educational and legal authorities, and the release of general "directory information" to the public.

**Release of records to educational and legal authorities does not require written consent in the following instances:**

- School employees who have an educational need to know;



- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with college financial aid for which a student has applied;
- Board-authorized organizations conducting studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities within the juvenile justice system

pursuant to specific state law.

**Release of "directory information" to the public community does not require written consent. This is generally information contained in school yearbooks or released to the media to announce scholastic and athletic achievements. "Directory information" includes:**

- Student name, address, and telephone number;
- Date and place of birth;
- Student's height and weight, if a member of an athletic team;
- Dates of attendance;
- Dates of graduation, awards received, honor rolls, and scholarship information;
- Photographs or similar information such as videotape or school websites;
- Major field of study.

**Parents or adult students may elect to restrict the release of directory information by stating their wishes in writing. Complete the form below if you wish to restrict the release of directory information.**

## Directory Information Restriction for the 2008-2009 School Year

(To be completed **ONLY** if you wish to restrict access to directory information)

***EFFECTIVE ONLY THROUGH JUNE 3, 2009***

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Do not release directory information for my child. *I understand that my child will not appear in the school yearbook, published honor or merit roll, published sports and drama programs, or other forms of public notice of school events.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date