

Please Respond  
in English

English  
Family Education Rights and Privacy Act  
(FERPA) Annual Notice for Release of  
School Directory Information High School

### Family Education Rights and Privacy Act (FERPA) Annual Notice for Release of School Directory Information High School

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the release of personally identifiable information from your child’s educational records. The exception is that the school may release some student information without written consent when the information is designated “Directory Information”. The school may not release “Directory Information if you have advised the district in a way that follows school district procedures that you do not want this information released. Using this form to make this request follows school district procedures.

The primary use for Directory Information by the district 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:

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

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

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

The school district has designated the following as Directory Information:

Student name	Degrees, honors and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of attendance	
Telephone number	Participation in school-sponsored activities and sports	Photograph	
Email address	Weight and height of members of athletic teams	Date and place of birth	

Two federal laws require school districts that receive assistance under the *Elementary and Secondary Education Act* as amended (2015) to provide military recruiters, upon request, with three Directory Information categories. Those categories are the names, addresses, and telephone listings of students. The school district must provide this information unless parents have notified the district that they do not want their child’s information released without their prior written consent.

If you do not want the district to release Directory Information about your child without your prior written consent, you must notify the district in writing by \_\_\_\_\_ (mm/dd/yyyy). Please complete the lower portion of this form and return the entire form to your child’s school if you do not want your child’s directory information released.

**Parent or Guardian: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.**

I **do not** want my child’s Directory Information released and request one of the following:

- Do not release my secondary student’s directory information at any time.
- Do not release my secondary student’s directory information without my prior written consent.

Name of Student: \_\_\_\_\_ School \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

Name of Parent or Guardian: \_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_