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## 2021-2022 Directory Information Notice Form

Anderson School District One classifies the following as directory information: student's name, address, telephone number, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height if he/she is a member of an athletic team(s), dates of attendance, diploma, certificate, honors or awards received, school and grade level, the most recent previous school attended or other similar information.

If you do not object to the release of this information you do NOT need to complete this form.

If, however, you do not want your child's directory information released, you must complete and return this form to your child's school within 15 days. If you do not return this form, the district will be free to release or use such information as appropriate. You may change your mind and revoke this authorization at any time (except when action has already been taken) by filling out another form (available on our website) and returning it to your child's principal.

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We, the parent(s)/guardian(s) and student or ---I, the student (if 18 year of age or older), hereby ask that Anderson School District One **NOT RELEASE ANY DIRECTORY INFORMATION** to military recruiters, non-profit organizations such as Boy Scout or Little League, appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web (a part of the Internet), or in district or school promotional pieces including but not limited to the district or school website, school annuals, brochures, fliers, honor roll lists, newsletters, programs for sports or cultural events, television shows, videotapes, etc.

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

Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian's Full Name (print) \_\_\_\_\_

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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
4. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.