

**Family Educational Rights and Privacy Act (FERPA)
Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Franklin City School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Franklin City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Franklin City School district to include this type of information from your child's education records as appropriate in certain school publications. A few examples include:

- School newspaper articles highlighting school activities;
- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets such as for wrestling, showing weight and height of team members;
- District developed web page and
- School videos shown on public access television
- Social Media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three director information categories – name, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the Franklin City School District to disclose directory information from your child's education records without your prior written consent, you must notify the District by signing and returning the bottom portion of this form to your child's school. Franklin City Schools has designated the following information as directory information: (Note: According to law a school district may, but does not have to, include all the information listed below.)

- | | |
|---------------------------|--|
| - Student's Name | - Dates of attendance |
| - Address | - Grade level |
| - Telephone listing | - Weight and height of members of athletic teams |
| - Photograph | - Degrees, honors and awards received |
| - Date and place of Birth | - The most recent educational agency or |
| - Major field of study | institution attended |

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503. As amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provided funding for the Nation's armed forces.

As parent/guardian of a Franklin City School District student, I **DO NOT** wish to have any directory information and photographs published or released to organizations, companies, etc. of my child as indicated by my signature below.

Parent/Guardian Signature

Student's Name

Date

Rev. 05/14/2014

cc: Tech Department
Superintendent's Office

ATTENTION PARENTS

By signing the reverse side of this form you are indicating that you do NOT want your child's picture or name to appear in the following:

- Yearbook
- School Newspaper
- Sports Activity sheets/program
- Honor Roll
- Playbills
- School video's shown on public access television
- Social Media

If you would like for your child's name and picture to appear in the above mentioned examples,

Please **DO NOT** sign this form.

If you wish to sign the reverse side of this letter and exempt your child's name/photo from the above, please return it to your child's homeroom teacher within 2 weeks of this notice.