

Notice for Disclosure of School Directory Information Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), is a Federal law that requires Tahoma School District, with certain exceptions, to obtain parent/guardian written consent prior to the disclosure of personally identifiable information from a student's education records. However, Tahoma School District may disclose appropriately designated "**directory information**" without written consent, unless parents have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Tahoma School District to include this type of information from the student's education records in certain school publications. Examples of district publications include, but are not limited to:

- A playbill or program, showing your child's role in a drama or school production
- The annual yearbook
- Honor roll or other recognition lists published at school or in the newspaper
- Graduation program
- Sports statistics listed in programs, such as football which may include height and weight of team members
- Electronic media, such as a school or district website
- School district publications and photographs
- News releases

The Tahoma School District has designated the following, but is not limited to, as Directory information:

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|-----------------------|---|-----------------------------------|
| ▪ Student Name | ▪ Degrees, honors & awards received | ▪ Grade level/Dates of Attendance |
| ▪ Address | ▪ Most recent educational agency/institution attended | ▪ Photograph |
| ▪ Phone Number | ▪ Participation in school-sponsored activities and sports | ▪ Email address |
| ▪ Date/Place of birth | ▪ Weight and height of members of athletic teams | ▪ Major field of study |

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:

- Other schools the student is seeking to attend (transcripts, etc.)
- Yearbook publishers and class ring manufacturers
- State or federal authorities auditing, evaluation programs or enforcing state or federal laws
- A court by order of a subpoena

Two federal laws require school districts that receive assistance under the No Child Left Behind Act to provide military recruiters, upon request, with three Directory Information categories (names, addresses & telephone numbers) unless parents have notified the district that they do not want their child's information disclosed without their prior written consent (secondary students only – please refer to Access to Student Information by Military or College Recruiters Form).

If you DO NOT want the district to disclose Directory Information about your child without your written consent, you must notify the school in writing by September 30th of the current school year. Your request will be on file through the current school year and will need to be completed annually. **Please complete this form and return it to your child's school. Please complete a separate form for each student.**

Do not release my student's directory information to the following unless you have obtained my permission:

- Military recruiters
- College or university recruiters
- School district publications and photographs
- Do not release information to anyone

Student Name (print): _____ School: _____

Student Signature (if age 18): _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Parent/Guardian Address: _____ City/State/Zip: _____

Phone Number: _____ Email: _____

OFFICE USE ONLY		
Student ID#	Date Received	Comments