



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

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires school districts, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

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

Student name	Degrees, honors & awards received	Grade level/dates of attendance
Address	Most recent educational agency or institution attended	Photograph/video
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

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 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

Directory Information 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 federal assistance 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 30, 2019. Your request will be on file through the 2019-2020 school year and will need to be completed annually. Contact the school office to request an exclusion form.