

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Karl G. Maeser Preparatory Academy (Maeser), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Maeser may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Maeser to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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, institutions of higher education and companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military and higher education recruiters, upon request, with the following information – names, 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 Maeser to disclose directory information from your child's education records without your prior written consent, you must notify the school **in writing** by **the first day of September**. Please include the specific items of information you do not want disclosed, as well as the specific groups or organizations to which the school should not disclose the information.

Maeser has designated the following information as directory information:

Student's name	Weight and height of members of athletic teams
Address	Diplomas, honors, and awards received
Telephone listing	The most recent educational agency or institution attended
Electronic mail address	Student ID number, user ID, or other unique
Photograph	personal identifier used to communicate in
Data and place of birth	electronic systems that cannot be used to
Dates of attendance	access education records without a PIN,
Grade level	password, etc. (A student's SSN, in whole or
Participation in officially recognized activities and sports	in part, cannot be used for this purpose.)

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).