

## Family Educational Rights and Privacy Act (FERPA)

### Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Alamogordo Public School District (District), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District 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 Alamogordo Public School District 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, 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 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.

**If you do not want the Alamogordo Public School District to disclose directory information from your child's education records without your prior written consent, you must notify the District by returning the Directory Information Opt Out form (included in your registration packet) to your school administrative office by 30 days after the first day of school. Students registering after the First Day of School will have 30 days to return the Directory Information Opt Out form.**

The District has designated the following information as directory information:

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

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



## **DIRECTORY INFORMATION** **OPT OUT REQUEST**

**PLEASE READ CAREFULLY**

*Please return this form to the principal of your child's school.*

Return this form **only** if you do **NOT** want the above information about your child released.

Your school will assume you agree to the release of yearbook/photo/directory information unless this form is returned to the principal of your child's school **within 30 days** of the First Day of School. Students registering after the First Day of School will have 30 days to return this form to the principal of your child's school.

### **OPT OUT REQUEST**

I am exercising my rights under the Family Educational Rights and Privacy Act, to hereby request that all yearbook/photo/directory information of my child not be released. **I understand and acknowledge that such photo/directory information will not be published in any form including District publications, such as playbills, yearbooks, websites, graduation programs, newsletters, newspapers, etc.**

Print name of parent or legal guardian: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_

Signature of student (if 18 or older): \_\_\_\_\_

Name of student (first, middle initial and last): \_\_\_\_\_

School: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you need to change your decision at a later date, you should contact your school directly.

This form must be completed each school year.

For additional information on FERPA and directory information, please see the FERPA Notice for Directory Information provided to you in registration materials.

**PLEASE READ CAREFULLY**