

Directory Information Policy

Approved 4/27/2017

Under FERPA the school may disclose appropriately designated “directory information” without your written consent, unless you have advised the school to the contrary in accordance with the school procedures. The primary purpose of directory information is to allow the School to include this type of information from your child’s education record in certain school publications. Examples include:

- A playbill, showing your student’s role in 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 not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruitments, 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 School to disclose directory information from your child’s education records without your prior written consent, you must notify the School Director in writing along with your signature on the Parent-Student Manual Agreement. The School has designated the following information as directory information:

- Name
- Address
- Telephone Listing
- Date and place of birth
- Participation of officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received