



STILLWATER AREA SCHOOLS

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 the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records.

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 are:

- a playbill or program, showing your child's role in a drama or music production
• the annual school yearbook
• honor roll or other recognition lists published in school or in newspapers
• graduation programs
• school/student directory
• school or district website
• sports statistics listed in programs, such as football, which may include height and weight of team members.

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.)
• class ring manufacturers
• state or federal authorities auditing, evaluating programs, or enforcing state or federal laws
• a court by order of subpoena

The school district has designated the following as Directory Information:

- Student name
• Degrees and awards received
• Major field of study
• Grade level completed
• Participation in school sponsored activities and sports
• Most recent educational agency or institution attended
• Dates of attendance
• Weight and height of members of athletic teams

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories-

If you do NOT want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by the first day of the current school year or first day of your child's attendance if newly enrolled. Please complete the lower portion of this form and return the entire form to your child's school.

Name: _____
Title: _____
Telephone: _____
Email Address: _____
Please complete this section and return the entire form to your child's school. Complete a separate form for each child.
Name of Student: _____
School: _____ Date: _____
I request that the school obtain my prior written consent before any "Directory Information" is disclosed or released about my child.
Name of Parent/Guardian: _____ (please print)
Signature of Parent/Guardian: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Cell/Pager: _____
Email Address: _____