

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The family Educational Rights and Privacy Act (FERPA), a Federal Law, and Ohio Law require the School to protect the privacy of student records.

As a parent, or your child – if your child is 18 or older – has the right to inspect and review the student’s education records, request that the School correct records, and provide written permission to release student records. All requests to inspect, review, and release are to be done in accordance with the School’s policies.

While the School generally must obtain your written consent prior to disclosing personally identifiable information from your child’s education records, the School may disclose appropriately designated “directory information” without written consent, unless you have advised the School otherwise.

The primary purpose of directory information is to allow the School to include directory information from your child’s education records in certain school publications. Examples include: the annual yearbook, Honor roll or other recognition lists, and Graduation programs.

Directory information may be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacturer class rings or publish yearbooks.

The School has designated the following information (denoted by “X” marks) as directory information:

Name	Major Field of Study	Honors & Awards
Address	School Related Publications	Weight & Height of Athletic Team Members
Telephone Number	Grade Level	Enrollment Status
Email Address	Dates of Attendance	Student Directory
Photograph	Date of Graduation	Yearbook
Date/Place of Birth	Sports & Activities	Student ID number, user ID, or other unique identifier (excluding a SSN)

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you may notify the District in writing within (10) days of receiving this notice. Notice in writing may be performed by completing this form. Additionally, FERPA and Ohio Law authorize disclosure of personally identifiable information in certain instances without consent. These exceptions include:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring
- Appropriate parties in connection with financial aid;
- State and Federal Officials for purposes of audit and law enforcement investigations;
- In response to court orders and subpoenas;

- Military recruiters unless the parent requests in writing that the School not release the student's information;
 - Anti-terrorism purposes;
 - Cases of missing children;
 - Ohio Department of Education requests; and
 - The School's Sponsor.
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Note: This form should only be completed if you want to opt out of the School's Directory Information. If you wish for the School to include your child's directory information, do not complete and return this form.

I, _____ (Parent/Guardian name) do not want my student's directory information used without my permission.

Name of Student: _____ Date: _____

Parent/Guardian Signature: _____