

NOTIFICATION OF RIGHTS UNDER THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and

as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request to officials of another school district in which a student seeks or intends to enroll, the district discloses educational records without consent.

As noted above, the *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that the district, with certain exceptions, obtain parents' written consent prior to the disclosure of personally identifiable information from their child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless the parents have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from the 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.

The district discloses directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance,

