

West Geauga Local School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for DIRECTORY INFORMATION

The **Family Educational Rights and Privacy Act** (FERPA), a Federal law, requires that the District, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from a child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless the parent has 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 a child's education records in certain school publications. Examples include:

- A playbill, showing a 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 West Geauga Local Schools has designated the following as **Directory Information**:

Student name, address, telephone number, and email address; date and place of birth; photograph; degrees, honors and awards received; major field of study; grade level; dates of attendance; participation in school-sponsored activities and sports; weight and height of members of athletic teams; and the most recent educational agency or institution attended.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to: other schools into which a student is transferring or enrolling, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for or on behalf of the school, accrediting organizations, judicial orders or lawfully issued subpoenas, health and safety authorities, state and local authorities within a juvenile justice system pursuant to specific state law, class ring vendors, and yearbook publishers.

In addition, two federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent. **This information is typically requested at the high school level.**

The West Geauga Local School District uses discretion when receiving requests for Directory Information and will not release such information if it is in the administrator's judgment that releasing such information would not be in the best interest of the student.

If you **do not object** to the release of Directory Information as described above, there is **no action** for you to take.

If you do not want the West Geauga Local School District to disclose your child's Directory Information without your prior written consent, you must notify the District by completing and signing the attached REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION and returning it to the student's building principal by October 1st of the school year. If you do not return the request by October 1st the district will assume consent has been given.