

West Geauga Local School District  
Family Educational Rights and Privacy Act (FERPA)  
**REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION**

The **Family Educational Rights and Privacy Act** (FERPA), a Federal law, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. (See **ANNUAL NOTICE FOR DIRECTORY INFORMATION**).

**If you DO NOT want the West Geauga Local School District to disclose Directory Information about your child without your written consent, please complete this form and return it to the building principal by October 1<sup>st</sup>.**

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

I request that the school obtain my written consent before any "Directory Information" is disclosed or released about my child.

I understand that "Directory Information" is defined by the West Geauga Local School District as:

*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.*

\_\_\_\_\_  
Printed Name of Parent/Guardian/ "Eligible Child"

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian/ "Eligible Child"

Date: \_\_\_\_\_