

Northern Wells Community Schools Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Northern Wells Community Schools (NWCS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, NWCS may disclose appropriately designated "directory information" without written consent, unless you have advised NWCS to the contrary in accordance with NWCS procedures. The primary purpose of directory information is to allow the NWCS to include information from your 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.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent

If you do not want NWCS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the NWCS in writing by September 1, 2018. NWCS has designated the following information as directory information: [**Note: NWCS may, but does not have to, include all the information listed below.**]

- **Student's name**
- **Address**
- **Telephone listing**
- **Photograph**
- **Major field of study**
- **Dates of attendance**
- **Date of graduation**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**

Opt out forms are available in any school office. Please call if you would like a form sent electronically or via US Mail.