

Family Educational Rights and Privacy Act (FERPA) Directory Information Notice

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

Additionally, the Hartville R-II School District has been selected to participate in the U.S. Department of Education's FAFSA Completion Project. This project is designed to assist LEAs and secondary school administrators in determining which of their senior students have completed a Free Application for Federal Student Aid (FAFSA) form for the upcoming school year. In order to participate in the FAFSA Completion Project, the Hartville R-II School District is required to disclose the names, addresses, and dates of birth on entering seniors to the U.S. Department of Education (that is, properly designated directory information under FERPA) on those students whose parents have not opted out of directory information. (If the student is considered an "eligible student" under FERPA, i.e., has reached 18 years of age, then the student has the right to opt out of directory information.)

If you do not want the Hartville R-II School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by December 20, 2012. The Hartville R-II School District has designated the following information as directory information:

- Student's name**
- Parents' name(s)**
- Address**
- Telephone number**
- Date of birth**

- Place of birth**
- Bus assignment**
- Enrollment status**
- E-mail address**
- Degrees, honors, and awards received**
- Artwork or coursework displayed by the district**
- Dates of attendance**
- Grade level**
- The most recent educational agency or institution attended**
- Participation in school-based activities and sports**
- Weight and height of members of athletic teams**
- photographs, videotapes, digital images and recorded sound unless such would be considered harmful or an invasion of privacy**