



FERPA Notice of Directory Information

I. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This is a federal law that requires Providence Hall Charter School (PHCS), with certain exceptions, to obtain written consent from a parent/guardian or student (if of legal age) prior to the disclosure of Personally Identifiable Information (PII) from student's education records.

II. DIRECTORY INFORMATION

A. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

B. PHCS has designated the following information as directory information

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Degrees, honors, and awards received
8. Date and place of birth
9. The most recent educational agency
10. Dates of attendance institution attended
11. Grade level
12. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.

a. A student's SSN, in whole or in part, cannot be used for this purpose.

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

C. PHCS may disclose appropriately designated directory information without written consent from a parent/guardian or student (if of legal age), unless a parent/guardian or student (if of legal age) has advised PHCS to the contrary in accordance with PHCS procedures.

D. The primary purpose of directory information is to allow PHCS to include this type of information in your student's education records in certain school publications.

E. Examples of "directory information" include, but are not limited to:

1. a playbill, showing your student's role in a drama production;
2. the annual yearbook;
3. honor roll or other recognition lists;
4. graduation programs; and
5. sports activity sheets, such as for wrestling, showing weight and height of team members.

F. Directory information can also be disclosed to outside organizations without a parent's/guardian's or student's (if of legal age) prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

G. In addition, two federal laws require local educational agencies (LEAs), such as PHCS, receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request the following information

1. Names



2. Addresses
3. Telephone Listings

unless the parent/guardian or student (if of legal age) has advised the LEA that s(he) does not want the student's information disclosed.

III. NOTICE OF DIRECTORY INFORMATION OPT-OUT

If a parent/guardian or student (if of legal age) does not want PHCS to disclose all or some directory information from a student's education records without prior written consent, a parent/guardian or student (if of legal age) must

1. notify PHCS in writing within 30 days of the first day of the school year and the student will remain flagged throughout the student's enrollment at PHCS until the parent/guardian or student (if of legal age) requests that the opt-out flag be removed by completing and submitting a revocation of the opt-out to PHCS.
2. within 30 days of a new student's enrollment at PHCS and the student will remain flagged throughout the student's enrollment at PHCS until the parent/guardian or student (if of legal age) requests that the opt-out flag be removed by completing and submitting a revocation of the opt-out to PHCS.



FERPA Opt-Out Form

Notice of Directory Information Opt-Out

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student’s education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be release to a third party without the parent’s/guardian’s or student’s (if of legal age) prior written consent. The law, however, does allow schools to release student directory information without obtaining the prior consent of the parent/guardian or student (if of legal age). If you do not want to disclose all or some directory information from a student’s education records without prior written consent, you may choose to opt-out of the FERPA exception by signing the form below. Directory information of a student who has opted-out from the release of directory information, in accordance with the policy/procedure for opting-out, will remain flagged until the parent/guardian or student (if of legal age) requests that the opt-out flag be removed by completing and submitting a revocation of the opt-out to PHCS.

Directory Information Opt-Out Form

I request the withholding of this student’s following Personally Identifiable Information (PPI) identified as directory information under FERPA. I understand that upon submission of this form, the directory information checked on this form below cannot be released to third parties without my prior written consent or unless PHCS is required by law or permitted under FERPA to release such information without my prior written consent; and that the directory information checked on this form below will not otherwise be released from the time PHCS receives my form, if received within the deadline stated in the FERPA Notice of Directory Information document, until my opt-out request is rescinded. I understand that I may not opt-out of use of this student’s ID number because it is necessary identifying information for PHCS. I further understand that if directory information is released prior to PHCS receiving this opt-out request, PHCS may not be able to stop the disclosure of this student’s directory information. I also understand that I may request and challenge how this student’s directory information is used by contacting PHCS.

_____ Printed STUDENT First & Last LEGAL Name

_____ STUDENT PHCS ID #

Check here to opt-out of all “directory information” identified below,

OR Check the individual boxes below to selectively opt-out of specific directory information:

- Name
- Telephone Listing(s)
- Photograph
- Date of Birth
- Permanent or Home Address
- Place of Birth
- Email Address
- Date of Attendance
- Weight/Height
- Most Recent Institution Attended
- Degree(s) Received
- Enrollment Status (e.g., full-time, part-time)
- Class Standing (e.g., junior)
- Awards/Honors Received
- Participation in Officially Recognized Activities/Sports

_____ Printed Parent/Guardian or Student (if of Legal Age) Name

_____/_____/_____ Date

_____ Signature of Parent/Guardian or Student (if of Legal Age)