



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

Parents and Guardians,

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

The primary purpose of directory information is to allow the Calcasieu Parish School Board to release this type of information from your child's education records for the purpose of public recognition only. Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation or athletic programs;
- Companies that manufacture class rings; and
- News media recognition pieces.

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. (See reverse for a listing of outside organizations)

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. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Calcasieu Parish School Board to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in person at the front office.

*Building Foundations for the Future*



### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information Continued**

The Superintendent may authorize access by and disclosure to the persons/entities listed below of the following information (directory information) for the purpose of public recognition unless the parent of a student has declined in writing to permit access/disclosure:

- The public through posting on school or district web sites, official social media pages, student newspaper, and newsletters
- The public through disclosure to news media, e.g. television, newspaper
- Printing/publishing companies, e.g. for yearbooks, athletic and activity programs and rosters
- Businesses which furnish trophies and awards
- Public announcers, e.g. for announcement of homecoming queen, introduction of seniors, announcement of test achievement awards
- Companies which retail educational items and services, e.g. senior rings, school pictures, graduation announcements, cap and gown
- Organizations which recognize student achievement, e.g. civic organizations
- Educational promotional product suppliers, e.g. team shirts
- School booster clubs
- Athletic video sharing organizations, such as Hudl and Crossover

Calcasieu Parish School Board has designated the following information as directory information:

- Full Name
- Age
- City and state of residence
- Place of birth
- School(s) attended
- Grade level and classification
- Major field of study
- Participation in officially recognized activities and sports, e.g. membership in FFA, track team
- Height and weight of members of athletic/sports teams
- Dates of attendance in Calcasieu Parish schools
- Degrees and awards received
- Photographs and videos
- Academic/school honors/recognitions, e.g. honor/banner roll, scholarships, class ranking, graduation information, test achievement awards
- Activity and Athletic honors/recognitions, e.g. ranking at state or regional tournaments and rallies, sports honors
- Student club membership, honors and recognitions
- Confirmation of academic eligibility, e.g. to colleges and college level athletic teams

*Building Foundations for the Future*