

NOTIFICATION OF: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Fairfield Area 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 Fairfield Area 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 Fairfield Area 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
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Homeroom listings
- Articles highlighting student achievements and activities appearing in the school newspaper, school district newsletter, or on the school district website
- Videos produced by and for school district use, such as morning announcements

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 parents'/ guardians' 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 (LEA'S) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory informational categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their students' information disclosed without their prior written consent.

If you do not want the Fairfield Area 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 September 30th of the current school year. Fairfield Area School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address, date, and place of birth
- Telephone listing
- Weight and height for athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance and grade level
- Most recent educational agency or institution attended