

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

The Federal *Family Educational Rights and Privacy Act* (FERPA) requires Gaston County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated directory information without written consent, unless you have advised the school district to the contrary in accordance with the procedures of this letter. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your child'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 school districts receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories — name, address and telephone listing — unless parents have advised the school district that they do not want their child's information disclosed without their prior written consent*.

If you do not want the school district to disclose directory information from your child's education records without your prior written consent to military recruiters, you must notify the school district on the reverse side of this letter. If you do not want the school district to disclose directory information from your child's education records and/or official high school transcript without your prior written consent to other institutions such as colleges/universities, prospective employers or companies handling graduation-related items (robes, invitations, etc.), you must notify the school in writing separately from this form. Gaston County Schools has designated the following information as directory information (Policy Code 3470):

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Diplomas, certification and awards received
- Most recent previous school or education institution attended by the student; and
- Pictures or videos taken on buses, school grounds, in school buildings and at school activities unless the picture or video may reveal confidential information about a student.

*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill; and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**Permission to Release High School
Student Directory Information** (revised 3/09)

Student Name _____ School _____

Please circle **YES/NO** to release my student directory information to military recruiters as outlined on the reverse side of this form:

YES NO

Should you **not** want your student directory information or official high school transcript released to **other institutions** you must notify the school in writing separately from this form.

I understand my high school transcript contains the following information:

1. High school course grades (9th-12th grades)
2. Scores on tests mandated by the State of North Carolina
3. The following honor designations if applicable:
 - a. National Achievement Award (NAAW)
 - b. National Honor Society (NAHS)
 - c. National Merit Scholar (NAMS)
 - d. North Carolina Academic Scholar Candidate (NCAC)
 - e. North Carolina Academic Scholar (NCAS)
 - f. Salutatorian (SALU)
 - g. Valedictorian (VALE)
 - h. National Technical Honor Society (NTHS)
 - i. Beta Club (Beta)
4. Grade Point Average (GPA)
5. Class rank
6. Immunizations
7. Attendance
8. * *SAT/ACT scores* (circle if you do not want these included)

Parent Signature _____ Date _____

Student Signature _____ Date _____

This form should be completed, signed and returned to your school upon initial enrollment and is in effect until the student's graduation. It is the parent and student's responsibility to notify the counselor/counseling office at your high school if you wish any change(s) to be made to this form.

If this form is not returned (completed and with signatures) to the school, the school may provide student directory information to military recruiters and to other institutions unless otherwise notified in writing by the parent/guardian.

Form is to be filed in the counseling office or student cumulative folder.

(Revised 3//09)