

Release of Directory Information

Excelsior Academy may disclose appropriately designated FERPA directory information without prior written consent, unless parent, guardians, or eligible students have specifically requested, in writing, that such information not be disclosed. If you wish to deny the release of your student's directory information, you must submit a written request to the school director within 20 days of your student's enrollment.

Directory Information

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

Examples include, but are not limited to:

- A playbill, showing your student's role in a drama, musical, or show what you know performance;
- School newsletter;
- School climate surveys
- The annual yearbook;
- Class photos,
- Honor roll or other recognition lists;
- Graduation programs and;
- Sports activity sheets;

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 three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.

If you do not want Excelsior Academy to disclose directory information from your child's education records, you must notify Excelsior Academy in writing prior to the date your child begins classes at Excelsior Academy.

Excelsior Academy has designated the following information as directory information:

- Student's first and last name
- Parent's first and last name
- Participation in officially recognized plays, activities, and sports
- Address
- Telephone listing
- Student's school email
- Parent email address
- Photograph
- Date and place of birth
- Degrees, honors and awards received
- Dates of attendance
- Grade level
- GPA
- The most recent educational agency or institution attended
- 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 student's SSN, in whole or in part, cannot be used for this purpose, and will not be collected or maintained by the school.

School Official Exception

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, this school generally interprets the term to include parties such as: teachers, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committees and disciplinary boards, and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions.