

## USE OF STUDENT DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA\*\*), is a Federal law that protects the privacy of student education records. This law authorizes the routine release of directory information on students without written consent, unless a child's parent/guardian has advised the school to withhold the information. Directory information is generally not considered harmful or an invasion of privacy if released.

GreenWood has designated the following information as directory information:

- Student's name
- Parent's name
- Degrees, honors, and awards received
- Grade level
- Student photographs
- Telephone listing and email (*used to plan fieldwork transportation or for an emergency phone tree and is not used in school publications*)

The primary purpose of directory information is to allow school districts to include student information or school work in certain school publications. Some examples of how student directory information will be used may include, but are not limited to:

- School publications, such as the School Newsletter, the Fieldwork Journal, the School Yearbook, and the school website and social media accounts which may include pictures and accounts of the activities of our students.
- Classroom activities, presentations, or other events sponsored by the school may be photographed, documented, or displayed.
- Books and other projects compiled by students may contain photographs, classwork, and the names of contributing students.
- Teachers may showcase student projects in their classroom and display cases throughout the school or post student photos and class projects on the school's website.
- Local media, such as TV or newspapers, may report or publish stories on our students and the work they are doing.

**Please note that no individually identified photograph of a student, or group photo in which students are individually identified, will be published on the Internet.**

# ACKNOWLEDGEMENT

I understand that my student's directory information may be used by the school as described above. I am also aware that written notification to the director is required if I do not want my child's information to be released. This notice needs to be completed two weeks after the start of school, or start date of student.

**Student's Name:**

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\* Family Education Rights and Privacy Act:** The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. A full explanation of the law and guidelines for students and parents is available on the U.S. Department of Education's website.