

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

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

- A playbill, showing your cadet’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 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 cadet’s information disclosed without their prior written consent. ¹

If you do not want Utah Military Academy to disclose directory information from your child’s education records without your prior written consent, you must notify the Academy in writing by August 31st, 2017. Utah Military Academy has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- Cadet’s name
- Participation in officially recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study ⁱ

- The most recent educational agency or institution attended
- Dates of attendance
- Grade Level
- Cadet 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 Cadet’s SSN, in whole or in part, cannot be used for this purpose.)

ⁱ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C 7908) and 10 U.S.C. 503©.