

Hawthorn Academy
Family Educational Rights and Privacy Act
Notice of Directory Information

The Family Educational Rights and Privacy Act (“FERPA”), a federal law, requires that Hawthorn Academy (the “School”), with certain exceptions, obtain a parent or eligible student’s (eligible students are students 18 years of age or older) written consent prior to the disclosure of personally identifiable information (“PII”) from a student’s education records. However, the School may disclose appropriately designated “directory information” without written consent, unless a parent or eligible student has advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include information from a student’s education records in certain school publications. Examples include:

- A playbill, showing a student’s role in a drama production;
- The annual School yearbook;
- Recognition lists; and
- Programs for school sporting events, showing the 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 or eligible student’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, as amended (the “ESEA”), to provide military recruiters, upon request, with student names, addresses and telephone listings unless parents or eligible students have advised the LEA that they do not want such information disclosed without their prior written consent. *See* Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If a parent or eligible student does not want the School to disclose any or all of the types of information designated below as directory information from the student’s education records without prior written consent, the parent or eligible student must so notify the School in the “Notice for Directory Information” Section in the student’s Registration Packet **prior to** submitting the Registration Packet to the School. The School has designated the following student information as directory information:

- Name;
- Email;
- Photograph;
- Grade level; and
- Parent names and contact information.