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## **Family Educational Rights and Privacy Act Notice of Directory Information**

### **Directory Information**

The Family Educational Rights and Privacy Act (“FERPA”), a federal law, requires that Leadership Learning 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.

### **Purpose of Directory Information**

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;
- Honor roll or other recognition lists;
- Graduation/promotion programs; and
- Sports programs or activity sheets, showing the weight and/or 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.

### **Opting Out**

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.

### **What Information is Designated as Directory Information?**

The School has designated the following student information as directory information:

#### Layton Campus:

- Name;
- Photograph;



- Grade level;
- Participation in officially recognized activities and sports;
- Parent names and contact information; and
- Honors and awards.

Ogden Campus:

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

