

# Notice for Directory Information

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

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

If you do not want Provo School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Provo School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Grade level
- Dates of attendance
- Photograph
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- The most recent educational agency or institution attended
- Participation in officially recognized activities and sports

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To opt out of having your student's directory information, photos or video disclosed for this school year, a request must be received by **September 15** or within the first 5 calendar days of enrollment.

***Signed requests are required annually***

Submit to: Provo City School District  
Attn: Public Relations Office  
280 West 940 North  
Provo UT 84604