

# Family Educational Rights and Privacy Act (FERPA) Notice of Directory Information

**[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Provo City School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, **Provo City School District** may disclose appropriately designated "Directory Information" without written consent, unless you have advised **Provo City School District** to the contrary in accordance with **PCSD** procedures. The primary purpose of directory information is to allow the **Provo City School District** to include 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, as amended (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 student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

## **Notice to Parents, Guardians, and Eligible Students: Military Recruiters' Request for Student Information**

The Every Student Succeeds Act of 2015 (ESSA), requires all local education agencies, including the Utah Department of Education, to provide to military recruiters, upon their request, the name, address, and telephone number of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students. Secondary school students are defined as students enrolled in middle, intermediate, and/or high schools. It also applies to students in grades 7 through 12 in secondary schools (e.g. 7-8, 9-12).

If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the Utah Department of Education to provide the requested information to military recruiters, the eligible student or the parent/guardian must "opt out" of providing such information. To do this, a legible, signed written request needs to be submitted to the school office by the eligible student or parent/legal guardian. The request must contain the school name and the student's name and birth date.

"Opt-out" requests will be accepted at any time during the school year. Parents, guardians, or eligible students should file an "opt-out" request within 10 working days after enrollment. If a request is submitted after student information has been turned over to the military's Inter-Service Recruitment Council (IRC), the "opt-out" request will apply to future information the Utah Department of Education submits to the IRC. If a parent, guardian, or eligible student does not file an "opt-out" request, student information may be released to the extent that laws, regulations, and/or policies authorize such disclosures without consent.

The school will keep a copy of your request on file. If an "opt-out" for military recruiters was filed with the school in previous school years, the request will be honored until the student leaves Utah's Department of Education public school system or until the submitter rescinds the "opt-out" request.

If you do not want **Provo City School District** to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Provo City School District in writing by September 1 of each school year. **Provo City School District** has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.