

Family Educational Rights and Privacy Act (FERPA)

Model Notice for Directory Information

Directory information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Canyon Rim Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Canyon Rim Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Canyon Rim Academy to the contrary in accordance with Canyon Rim Academy procedures.

Purpose of directory information

The primary purpose of directory information is to allow Canyon Rim Academy 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.

Military recruiters and institutions of higher education

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 or institutions of higher education, 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).]

Opting out

If you do not want Canyon Rim Academy 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 Canyon Rim Academy in writing by October 1 of the current school year.

What information is designated directory information?

Canyon Rim Academy has designated the following information as directory information:

- **Student's name**
- **Parent/Guardian Name**
- **Telephone listing**
- **Electronic mail address**
- **Grade level**