

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires – with certain exceptions – that Marshall Academy obtain written consent of parents prior to the disclosure of personally identifiable information from their children's educational records. However, Marshall Academy may disclose appropriately designated "directory information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. Marshall Academy designates the following information as directory information:

- | | |
|---|--------------------------|
| *Student's name | *Photograph |
| *Participation in officially recognized activities & sports | *Address |
| *Degrees, honors, and awards received | *Date and place of birth |
| *Telephone listings | *Dates of attendance |
| *Weight and height of members of athletic teams | *Grade level |

The primary purpose of disclosing directory information is to allow Marshall Academy to include this type of information from students' education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production.
- The annual YEARBOOK.
- The honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets (such as for wrestling), showing weight and height of team members.

Directory 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.

Parents who do not want Marshall Academy to disclose general directory information from their student's education records without the parent's prior written consent throughout the entire school year **must notify the District in writing by September 5, 2017.**

In addition, two Federal laws require local educational agencies (LEAs) that receive assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide three categories of directory information (**names, addresses, and telephone listings**) from the records of students in 11th grade or over to any military recruiters who request it. However, students of their parents have the right to "opt out" and advise the LEA that they do not want directory information disclosed to military recruiters without written consent from that parents (or students who are 18 or over).

If you wish to have your student "opted out" of directory information which will INCLUDE (but is not limited to) the yearbook, webpage, sports programs, other programs, playbills, honor rolls, and any recognition lists... please come to the school office
To fill out the opt out form and we will be happy to accommodate you.
Thank You!!!