



**A Tradition of  
Educational Excellence**

# **EDWARDSBURG PUBLIC SCHOOLS**

69410 SECTION STREET • EDWARDSBURG, MI 49112  
(269) 663-3055 • FAX (269) 663-6485 • [www.edwardsburgpublicschools.org](http://www.edwardsburgpublicschools.org)

JAMES A. KNOLL, SUPERINTENDENT

July 1, 2018

Dear Parent or Legal Guardian:

The purpose of this letter is to clarify our district policy with concern to the Family Educational Rights and Privacy Act (FERPA).

It is within our district's policy to make available, upon request, certain information known as "Directory Information." This is defined by FERPA as information which is personally identifiable and would not be considered harmful or an invasion of privacy.

Directory Information may include, but is not limited to the following:

- |                                     |                                |
|-------------------------------------|--------------------------------|
| *name, address, phone number        | *other similar information     |
| *date and place of birth            | e.g.-alumni associations,      |
| *major field of study               | height and weight of athletes, |
| *participation in school activities | honor roll members information |
| *honors and awards                  | generally found in yearbooks   |

In accordance to FERPA guidelines, Edwardsburg Public Schools may release this information. However, parents or legal guardians may refuse to allow the disclosure of any or all such "Directory Information" upon written notification to the School office. The school should receive this written notification within ten days of the start of school, or prior to August 20, 2018.

Further information regarding this and other annual notices can be found on the district website at [www.edwardsburgpublicschools.org](http://www.edwardsburgpublicschools.org). Thank you for your time and consideration on this matter.

Sincerely,

Edwardsburg Public Schools