

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

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

If you do not want Belmont Academy Charter School 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 Belmont Academy Charter School in writing. Belmont Academy Charter School 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**

**BELMONT ACADEMY CHARTER SCHOOL
REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION**

Under the Family Educational Rights and Privacy Act, the following information is considered “directory information” and may be released to anyone, including the media, colleges and universities, and the military.

To prevent release of this information, you must inform Belmont Academy Charter School using this form that you do not want this information released. “Directory information” includes: 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 -- both print and electronic such as school publications and web sites.

Under the No Child Left Behind Act of 2001, 20 U.S.C. § 9528, the military is entitled to request the names, telephone numbers and addresses of students unless the parent, guardian or eligible student requests that such information not be provided.

You have the right under the above laws to choose whether your student’s information is released or not. Parents and eligible students considering withholding disclosure of directory information should evaluate the consequences of such a decision carefully.

The request to prevent disclosure of directory information will be honored for the current school year unless specifically revoked in writing. Continuing students must complete a new non-disclosure form each school year. Submission of this form will not affect directory information already published or released.

Please check the appropriate choice below.

I **DO NOT** consent to the release of the above directory information about the student named below, except as authorized by law.

I consent to the release of the above directory information about the student named below, except information about this student **MAY NOT** be released to the military.

Students’ Name: _____ Student ID#: _____

Parent/Guardian’s Name: _____

Home Address: _____

City, State, Zip Code: _____

Home Phone: _____

Parent/Guardian/Eligible Student’s Signature: _____

Date: _____

Please return completed form to student’s school principal.

09/12/2016