



PARENT/GUARDIAN NOTICE RELEASE OF DIRECTORY INFORMATION

Per Board Policy 5125.1 and Administrative Regulation 5125.1

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Berryessa Union School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- * a playbill, showing your child's role in a drama production
- * the annual yearbook
- * honor roll or other recognition lists
- * graduation programs
- * 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/guardian's prior written consent. Outside organizations include, but are not limited to, companies that provide promotion gowns or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must complete and return the attached form to your child's school each school year.

The district has designated the following information as directory information:

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports

8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

The district also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factor that only the authorized user knows. Your child's social security number will not be used for this purpose.

Directory information may include a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of athletic team members, dates of school attendance, degrees and awards received, and most recent previous school attended (BP 5125.1)

You may opt-out of the release of directory information about your child by informing the principal in writing at any time during the school year. However, many requests for information are received near the beginning of the school year, so we urge you to complete and return the form below by October 1st. Should you decide to opt-out later in the year, you may request a form from the school or district and have information withheld from that point forward.

ONLY RETURN THIS FORM IF YOU WISH THE DISTRICT TO WITHHOLD STUDENT DIRECTORY INFORMATION AS DESCRIBED IN THIS NOTICE.

Parent Request for Withholding of Student Directory Information

***Please note, this does not pertain to state and federal reporting information requirements.**

I request that Student Directory Information be withheld for my student during the current school year.

School Year: _____

Student Name: _____ Grade: _____

School: _____ Student ID # _____

Name of Parent/Guardian

Parent/Guardian Signature

Date