

Avenue City School Directory Information

Please return this sheet by September 1st to the school office

Each year a school directory is made that lists the staff and student names, addresses, phone numbers and e-mail addresses. Please read the following directions and fill out one sheet per child.

- If your information as not changed since last year, you may write your child's name on the sheet and write "same" somewhere on the sheet.
- If the parents have shared custody of the student and would like both addresses listed, please fill out the second portion of the page.
- If you do not want your child's address listed, please contact the school office by September 1st or return this sheet stating that you do not want your information listed.

Child's Name

Grade

Parent's Name(s)

Address

City/State/Zip Code

Telephone Number(s)

E-mail address

↓ *****Use if parents have shared custody and would like both addresses listed.**

Parent's Names

Address

City/State/Zip Code

Telephone Number(s)

E-mail address

Student Educational Records

FERPA Notice of Designation of Directory Information

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Avenue City School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Avenue City School 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 Avenue City School District to include this type of information from your child's educational records in certain school publications. Examples include:

- Classroom Directory
- 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 to provide military recruiters, upon request, with three directory information categories - 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 the Avenue City School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by **August 24, 2018**. The Avenue City School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Email Address
- Grade Level
- Perfect attendance each quarter
- Parent Names
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Photograph