

CENTER FOR CREATIVITY, INNOVATION, AND DISCOVERY

Notification of Directory Information

Directory Information

“Directory Information” at the school means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed to outside organizations without a parent’s prior written consent.

Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, or perform similar services. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act (ESEA), to provide military recruiters, upon request, with names, addresses and telephone listings unless parents have advised the school that they do not want their student’s information disclosed without their prior written consent (Section 9528 of the ESEA [(20 U.S.C. § 7908) and 10 U.S.C. § 503(c)]).

Designated Directory Information

The school has designated the following information as Directory Information:

- Student's name;
- Address;
- Telephone listing;
- Electronic mail address;
- Photograph;
- Date and place of birth;
- Dates of attendance;
- Grade level/s;
- 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;
- Student ID number, user ID, or other unique personal identifiers used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user;
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Opting Out of Sharing Directory Information

In accordance with Family Educational Rights and Privacy Act of 1974 (FERPA), the school allows a parent or guardian to opt out of sharing Director Information. Therefore, if a parent does not want the school to disclose any or all types of information designated as Directory Information from a child's education record without a parent or guardian's prior written consent, the parent must notify the school in writing by September 1st of each school year or no more than 20 days after the day of a student's registration. Opt-out forms are available to parents at registration and in the Front Office.

The following list indicates the options that parents have related to disclosure of a student's Director Information:

Share my child's Directory Information with all requests. • The student will be included in all Directory Information requests.
Share my child's Directory Information ONLY for the school yearbook and class pictures. • The student will be <i>included</i> in the school yearbook and school photos. • The student will be <i>excluded</i> from all other Directory Information requests such as advancement programs, published honor roll lists, activity sheets, performing arts playbills, and similar.
Do NOT share my child's Directory Information with ANYONE. • The student will be excluded from all Directory Information Requests, including the yearbook, class pictures, directories, advancement programs, published honor roll lists, activity sheets, performing arts playbills, and similar.

Student's Name _____ Grade _____

Date _____

Parent/Guardian Signature _____

A parent or guardian may change Directory Information preferences at any time by filling out a new Notification for Directory Information form and submitting it to the Front Office.