

**NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

TO: Parents/Guardians  
FROM: \_\_\_\_\_, Superintendent  
DATE: September \_\_\_\_\_, 20\_\_

The Family Educational Rights and Privacy Act (FERPA) requires each school district to provide parents and eligible students annual notification of the types of personally identifiable information that the school district has designated as directory information. The Fairview Park City School District has designated the following information regarding students as directory information:

- Name
- Address
- Telephone Number
- 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
- Date of Graduation
- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended
- Any Other Information that would not Generally be Considered Harmful or an Invasion of Privacy if Disclosed

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult student, i.e., for publication in the local newspaper of the honor roll or information about student athletes; including such information in a student directory; or displaying such information on the District’s website.

The District will also release the name, address, and telephone number of a secondary student to military recruiters and institutions of higher education that request the information unless the parent or student direct the District not to release the information. You are permitted to prohibit the release of all of the information, or to only permit a portion of the information to be released.

\*\*\*Parents of students and adult students have the right, however, to refuse to permit the disclosure of any or all of the above information to third parties. Therefore, if you sign and return the “Refusal to Release Directory Information” form for your child, the District is not permitted to give out the directory information listed above, except where the school system is permitted by law to do so. This means that the School District cannot give information, without your written, dated and signed consent, about your child to any of the following or place information regarding your child on or in any of the following\*:

- |                         |                   |
|-------------------------|-------------------|
| newspaper               | athletic programs |
| yearbook                | team pictures     |
| school website          | club pictures     |
| perfect attendance list | class T-shirts    |

- |                                |   |
|--------------------------------|---|
| athletic rosters               | parents' night                              |
| music programs                 | graduation program                          |
| building student directories   | play programs                               |
| elementary class pictures      | scholarship information                     |
| student recommendation letters | student awards (month, subject area)        |
| bus routes                     | honor roll lists                            |
| class lists on school doors    | student projects on display in the building |
| web page                       | birthdays posted with student names         |
| awards                         | class picture                               |
| yearbook                       | Valentine's Day cards                       |
| invitations                    | Boy/Girl Scouts                             |

\*Please note that the above list cites examples and is not all inclusive.\*\*\*

Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect by filling out the form below and returning it to your child's building principal, on or before October 1 of this school year.

In the event a refusal is not filed, the District will deem that neither the parent of a student nor an adult student objects to the release of the directory information designated.

\* \* \* \* \*

DIRECTORY INFORMATION

Child's Name: \_\_\_\_\_  
(please print)

Parent Name: \_\_\_\_\_  
(please print)

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

A.  I refuse to permit the District to disclose any directory information regarding the above-listed student without my prior consent, except as otherwise permitted by federal and state law. **[If this box is marked, no other boxes on this form need to be marked.]**

B.  The District may disclose only certain types of directory information about my child. (For example, you can permit the District to disclose all types of directory information except for your phone number, or you could permit the District to just disclose your child's name.) Please specify your wishes below.

\_\_\_\_\_  
\_\_\_\_\_

C.  The District may only release the following types of directory information to the following person(s) for the following reasons. (For example, you can permit the District to disclose directory information only to the newspaper for publication of the honor roll. Or, you could choose to permit the District to release all types of directory information as permitted by law, except on the District's web site.) Please specify your wishes below.

Person to whom directory information  
can be disclosed:

Reason for Release:

_____	_____
_____	_____
_____	_____

D.  The District is not permitted to release the following information to a military recruiter or institution of higher education (check 1, 2, or all):

Student's Name

Student's Address

Student's Telephone Number

Please return this form by October 1, so we can best carry out your wishes with respect to the disclosure of directory information about your child.

If you have any questions regarding this, call the building principal.

**RETURN THIS FORM TO YOUR BUILDING PRINCIPAL**

***\*\* Note: Do not return this form if you give permission for the release of directory information.***