



Notification for Directory Information for the 2016-2017 School Year

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PARK CITY, UTAH 84060 435-645-5609 FAX

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Park City 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 Park 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 Park City School District to include this type of 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* (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.

The Park City School District has designated the following information as directory information:

- Student's name, address, telephone number, email address
- Date and place of birth
- Current school, grade level, and teacher's name
- Photographs (including Yearbook photos)
- Degrees, honors, and awards received
- Dates of attendance
- Most recent educational agency or institution attended
- Major field of study
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems

If you **do not** want the Park City School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 15th, or 20 days after the day of your enrollment.

Choose ONE option:

- Yes, the district may share my student's directory information with district-approved organizations*.
- No, the district may NOT share **any** of my student’s directory information (as listed above) with anyone.
 - Student will be *excluded* from the school’s student phone directory.
 - Student’s name and photograph will appear in the school Yearbook only.
 - Directory information will *not* be provided to Military Recruiters (grades 9-12).
- Do not share my student’s directory information with Military Recruiters only (grades 9-12).

Student's Name _____ Grade _____ Date _____

Parent/Guardian Signature _____ *(student may sign if 18 years old)*

*The Park City School District only gives student directory information to district-approved organizations. Examples may include the school PTO/PTSO, pre-screened college recruiters, the Park City Education Foundation, and approved not-for-profit academic programs. You may change your FERPA preferences at any time by filling out a new FERPA Notification Form and submitting it to the school office.

Park City School District Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520