



## FERPA Directory Information Notice

Please read and consider the following consent information relating to photographs and publications. If you have any objections to use of your child's records, pictures and other works being shared as explained below, you must notify our school office.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Kirtland Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Kirtland Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in writing. The primary purpose of directory information is to allow the 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. We are also required by law to provide military recruiters with names, addresses, and telephone listings, unless parents have advised us that they do not want their student's information disclosed.

The Kirtland Local School District has designated the following information as directory information, and will release such absent contrary written direction from parents:

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| • Student's name, address and grade level | • Electronic mail address                                    |
| • Telephone listing                       | • Date and place of birth                                    |
| • Photographs                             | • Dates of attendance  |
| • Honors, and awards received             | • The most recent educational agency or institution attended |

### **RELEASE OF PHOTOGRAPHS AND OTHER WORKS**

Participants in athletics and other extracurricular activities are likely to have their photographs taken by the news media, or by school-related individuals for use in school newspapers, yearbooks, news reports or releases, internet web sites, calendars, and cable television channels. Photographs are also taken of non-participants in athletics and extracurricular activities. The Kirtland Local School District cannot control third parties such as the news media, or prevent them from photographing the student while he/she participates in athletics and other extracurricular activities. Student photographs are also used in the school newspaper, yearbook, news reports or releases, Internet web sites, school Twitter account, calendars, cable television channels, district reports or any other school-related communications. **If you have an objection to any specific item, please notify the school in writing as stated above.**

Also, a student may produce a work such as a school newspaper or yearbook article, fiction, poetry, art or other similar works during the course of their curricular and extra-curricular studies. Permission to permit publication of any such works by the Kirtland Local School District in school newspapers, yearbooks, news reports or releases, Internet web sites, calendars, cable television channels, district reports or any other school-related communication media is implied without notification from the parent/guardian in writing as stated above.