



# Gadsden County School Board Notice of Rights Pertaining to Release of Directory Information

## FERPA Requirement

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99, is a Federal law that generally requires Gadsden County School Board (“GCSB”) to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, in one exception to this general rule, FERPA permits GCSB to disclose appropriately designated "directory information" without written consent, unless you have advised GCSB that you do not wish it to release this information. Directory information is limited to the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, and awards received, and the most recent previous educational agency or institution attended.

The primary purpose of directory information is to allow GCSB to include this type of information from your child's education records in various school publications, including, but not limited to, 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. In addition, directory information may be released to outside entities as public information, upon request, in accordance with Board policy.

If you do not want your child’s student information to be classified as directory information you must complete the request provided below, and return to:

This form must be received on or before:

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### Request for Non-Disclosure of Directory Information

As required by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, I \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_, have received the Notice of Rights Pertaining to Release of Directory Information, and request that my child’s student information not be classified as directory information, and not be subject to release as such.

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

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address