



# SECOND MESA DAY SCHOOL

“ITAH TSATSAYOM MOPEKYA”

Paulesha Sewemaenewa, *Board President*  
Lynette Shupla, *Board Member*  
Meridith Van Winkle, *Board Member*  
Laila Sabori, *Board Member*  
Anita Bahnimptewa, *Board Member*  
Kimberly K. Thomas, *Chief School Administrator*

8/6/2025

Dear Parents/Guardians,

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Second Mesa Day School with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Second Mesa Day School 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 Second Mesa Day School to include this type of information from your child's education records in certain school publications.

Examples include:

- A program, showing your students' role in a winter production;
- The annual yearbook;
- Honor roll or other recognition lists; and
- Sports activity sheets, such as for cross country, showing the age 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 receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - 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.

If you do not want Second Mesa Day School to disclose directory information from your child's education records without your prior written consent, you must notify the school by **Monday, August 18, 2025**. Second Mesa Day School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

If there are questions about your students' rights under FERPA you may contact Dione Naha, School Registrar at 928-737-2571 ext. 4218 or via email at [dione.naha@SecondMesa.org](mailto:dione.naha@SecondMesa.org)

Post Office Box 98 | Second Mesa, Arizona 86043  
Direct Number: (928) 737-2571 | Fax Number: (928) 737-2565  
Website: [www.secondmesadayschool.com](http://www.secondmesadayschool.com)



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If you wish to **not** allow Directory Information regarding your student to be disclosed, please complete and return this form by **Monday, August 18, 2025.**

## Family Educational Rights and Privacy Act (FERPA) Disclosure Form SY 2025-2026

I have received information about my rights under FERPA and understand my right to request that any of the items listed below to **not** be disclosed as Directory Information to any outside group, other than those having a legal right to the information, without my written permission. Those having legal rights might include federal auditors, those having oversight responsibilities, circumstances regarding health and safety, emergencies or other similar entities.

I do not want any Directory Information regarding \_\_\_\_\_ disclosed.  
(Student Name)

(Nothing will be disclosed without written permission)

Or

I do not want the following directory Information regarding my student

\_\_\_\_\_ disclosed without written permission.  
(Student Name)

### Check all that apply.

1.  Student's name
2.  Participation in officially recognized activities and sports
3.  Address
4.  Telephone listing
5.  Weight and height of members of athletic teams
6.  Electronic mail address
7.  Photograph
8.  Degrees, honors, and awards received
9.  Date and place of birth
10.  Major field of study
11.  Dates of attendance
12.  Grade level

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

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