

The School District of Philadelphia

Office of Student Rights & Responsibilities

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Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that a school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, a school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow schools to include 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;
- School newsletters;
- 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, scholarship providers, trade/technical schools, potential employers, and other community organizations supporting students with community resources. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (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.

If you do not want the school to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school by returning the opt-out forms by November 6, 2023. The School district has designated the following information as directory information:

- Schools attended;
- Student's name;
- Address;
- Telephone listing;
- Student electronic mail address;
- Photograph;
- Date of birth;
- Major field of study;

- Dates of enrollment;
- Grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended.