

**Family Educational Rights and Privacy Act (FERPA)  
Parent Request to not Release Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Northern York County School District (NYCSD), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, NYCSD 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 NYCSD 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 school districts to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want NYCSD to disclose directory information from your child's education records without your prior written consent, you must fill out the bottom portion of this form and submit it to your child's principal **by September 30th**.

In addition, the School District may release personally identifiable information from an educational record to appropriate parties, including but not limited to law enforcement authorities, in the event of an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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NYCSD has designated the below as student directory information. Please place an "x" next to the information you do not want the district to release.

<input type="checkbox"/> Name	<input type="checkbox"/> Participation in officially recognized activities & sports
<input type="checkbox"/> Address	<input type="checkbox"/> Weight & height of members of athletic teams
<input type="checkbox"/> Telephone listing	<input type="checkbox"/> Degrees, honors, and awards received
<input type="checkbox"/> Email address	<input type="checkbox"/> Most recent educational agency attended & Dates of attendance
<input type="checkbox"/> Photograph	<input type="checkbox"/> Grade level
<input type="checkbox"/> Date & Place of birth	<input type="checkbox"/> Major Field of Study
<input type="checkbox"/> Place "x" here if you do not consent to your child's information being released to the military	

Parent/Guardian Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Building: \_\_\_\_\_ Date: \_\_\_\_\_

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