

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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Penn Cambria School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Penn Cambria** 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 **Penn Cambria 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
- Newspaper articles, newsletters
- School website
- 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 districts receiving federal assistance 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. ¹

Penn Cambria has designated the following information as directory information:

<ul style="list-style-type: none"> • Student’s name • Participation in activities and sports • Address • Weight and height of members of athletic teams • Telephone listing • Degrees, honors, and awards received • Electronic mail address 	<ul style="list-style-type: none"> • Most recent educational agency or institution • Photograph • Dates of attendance • Grade level • Major field of study • Date and place of birth
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If you do not want **Penn Cambria** to disclose directory information from your child’s education records without your prior written consent, you must complete the form on the back of the page and return to your child’s school **by September 17, 2021**.

Student Directory Information

You only need to complete this form if you do **not** give your consent for the release of school directory information.

Name of Student: _____
Name of Parent: _____ Date: _____

Use a separate form for each child. Please return this form to the **building principal** at your **child's school**.

I am requesting that my child's school take **one** of the following actions regarding the release of school directory information.

Do not release ANY information about my child, including name, telephone number, grade level, etc.

Do not release the following information about my child (circle one or more):

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

Notify me for my prior written consent before any directory information is disclosed or released about my child.

Signature of Parent/Guardian: _____

Address: _____ City: _____

Phone Number: _____

Email Address: _____