

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) FORM

Dear Parent/s or Guardian/s:

The **Family Education Rights and Privacy Act (FERPA)**, a Federal law, requires that Jordan School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Jordan School District may disclose appropriately "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 Jordan School District to include this type of information from your child's education records in certain school publications. Examples may include, but are not limited to the following:**

- **The yearbook, honor roll, recognition list, graduation program, school web pages, marketing materials and/or social media, a theatre playbill, and sports activity sheets, showing height and weight 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 (LEAs) 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 LEA that they do not want their student's information disclosed without their prior consent.

DENIAL OF RELEASE: DIRECTORY INFORMATION

Please check any information you **DO NOT WANT USED PUBLICLY** by Jordan Public Schools

Jordan School District has designated the following information as its **directory information**. **Parents, you need to inform your child of the requests.**

- Student's name
- Photographs and other visual and audio representations for school-approved publications, yearbooks, newspapers, public presentations, social media, student ID badges and publication on school-approved Internet pages (**important to note: if you check this box your student will not be in the yearbook**)
- Degrees, honors, diplomas and awards received
- Participation and performance in officially recognized school activities and sports
- Grade level
- School of attendance
- Date and place of birth
- Weight and height of members of athletic teams (used only for athletics)
- Dates of attendance
- Enrollment status
- Most recent previous educational agency or institution attended
- Major field of study

CONTINUED ON OTHER SIDE

DISTRICT 717

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DENIAL OF RELEASE: MILITARY AND INSTITUTIONS OF HIGHER LEARNING

Please check any information you **DO NOT WANT** released

In accordance with the Minnesota Statute 13.01-13.09, Government Data Practices Act and Public Law 107-110 (No Child Left Behind Act of 2001), the district must release to military recruiting officers and institutions of higher learning the names, home addresses and telephone numbers of students in 9th, 10th, 11th and 12th grades within 60 days after the date of the request, *unless parents or students refuse to release the information.*

- 9th, 10th, 11th or 12th grade student's home address and telephone number (denial for release to military recruiters only)
- 9th, 10th, 11th or 12th grade student's home address and telephone number (denial for release to institutions of higher learning only)

STUDENT INFORMATION (REQUIRED)

print LEGAL name of student

grade

school

I understand that, depending upon what information has been denied, my child(ren)/I (for student 18 or older) may be excluded from such published lists as honor rolls, news releases regarding sports achievements, honors received, athletic contest programs, theater and fine arts programs, graduation programs, future class reunion mailings, etc. *I understand that this denial of release of directory and yearbook information shall remain in effect until it has been modified or rescinded at my written request or by my child(ren) upon reaching age 18 or older.*

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

OR

Student (18 years of age+) Signature

Student (18 years of age+) Printed Name

Date

- COMPLETE BOTH SIDES OF THIS FORM AND RETURN TO YOUR STUDENT'S SCHOOL -