

Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information¹

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Woodbridge Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Woodbridge Public Schools 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 Woodbridge Public Schools 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; and
- Graduation programs; and

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, the school's Parent Teacher Organization (PTO).

If you **do not want** Woodbridge Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 20, 2017**, using the attached form. Woodbridge Public Schools has designated directory information as including, but not limited to, the following information:

-Student's name

- Parent's Name

-Address

-Telephone listing

-Electronic mail address

- Grade Level

¹ Adapted from *Model Notice for Directory Information*, U.S. Dep't of Educ. (last viewed 9/8/14), available at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html>.

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2017 – 2018 SCHOOL YEAR

PTO DIRECTORY INFORMATION EXCLUSION FORM

As stated above in the *Notice for Directory Information*, Woodbridge Public Schools may disclose appropriately designated "directory information" without written parental consent. However, if you do not want your child's or children's directory information disclosed without prior written consent, this form must be filled out and submitted to the Woodbridge Public Schools by **September 20, 2017**. Please have students return the form to Mrs. Prisco in the North Office.

Please note this exclusion form is valid for **ONE SCHOOL YEAR**.

I/WE DO NOT WANT MY/OUR CHILD'S OR CHILDREN'S DIRECTORY INFORMATION DISCLOSED WITHOUT PRIOR WRITTEN CONSENT

Parent Names:

Child's Name(s) and Grade(s):

PARENT SIGNATURE:

DATE: _____

Our Mission

Beecher Road School is a caring, creative community that models and inspires the joy of life-long learning, embraces diversity, and celebrates the unique qualities of each person.